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SECRETARY OF THE AIR FORCE**



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**AIR FORCE GOVERNMENT-WIDE
PURCHASE CARD (GPC) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides the flexibility to apply acquisition reform principles, encourages the use of commercial practices to the maximum extent practicable, and promotes business process improvements in Air Force contracts. Approving officials and cardholders are encouraged to use this flexibility to meet mission needs and to consult their local contracting and comptroller offices for assistance, as necessary. In addition, useful reference material is available on the SAF/AQC Homepage (<http://www.safaq.hq.af.mil/contracting/>). This instruction prescribes AF Form 4009, *Government Purchase Card Fund Cite Authorization*. **Records Disposition:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFD 37-1, *Information Management* and AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil>.

(482FW) This supplement complies with and provides additional instruction to Air Force instruction (AFI) 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. It gives

detailed and precise instructions to billing officials and cardholders, for reconciling bank statements at the end of the cycle. It applies to all personnel assigned to the 482d Fighter Wing who are responsible for managing or making purchases when using the government credit card. Refer recommended changes to and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/-gcsaf61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision incorporates recommendations from the General Accounting Office (GAO) as a result of Audit #GAO-03-292, entitled "Purchase Cards--Control Weaknesses Leave the Air Force Vulnerable to Fraud, Waste, and Abuse," as well as several other required changes and other administrative and clerical changes. Specifically, changes include the requirement that, as of January 1, 2004, paper purchased using the GPC must be 50% post-consumer recycled paper, as well as a requirement for A/OPCs to suspend all alternate cardholder accounts if the primary account holders are available. In addition, the 7:1 ratio of cardholders to approval officials is required, rather than preferred, and criteria for requesting a waiver to this requirement is included. Also, convenience check privileges of cardholders who misuse the checks more than once will be cancelled, and A/OPCs must review all approving official accounts in the bank's electronic access system quarterly to ensure that no cardholder is acting as approving official for his own account. In addition, A/OPCs must now take the GPC training course developed by GSA and all cardholders, approving officials, and A/OPCs must verify that all potentially fraudulent and erroneous transactions that are detected are properly resolved. GPC surveillance requirements are more stringent and include making the use of the Surveillance Guide on the SAF/AQC homepage mandatory, increasing the criteria for the reports on annual surveillance, requiring that A/OPC must provide quarterly status reports to their installation Contracting Director/contracting squadron commander, as well as requiring that the Contracting Director/contracting squadron commander must sign the reports on the results of annual surveillance and address these results to the unit commander. The reports must include recommendations for unit commander action where approving officials and cardholders have failed to follow Air Force policy. Approving officials are required to have annual purchase card refresher training and A/OPCs must identify vendors with which they used purchase cards to make frequent, recurring purchases, evaluate purchasing practices with those vendors, and where appropriate, develop contracts with those vendors to optimize Air Force purchasing power. Criteria, documentation requirements and instructions for maintaining independent verification of receipt of items purchased with the GPC have been added. In addition, it is clarified that the Air National Guard contracting offices are not subject to compliance with this AFI except for payment related issues. Also, cardholders within the Intelligence and Tactical agencies or activities are subject to DOD 3300.2 and are therefore exempt from using DAPS. Additionally, it is clarified that the use of appropriated funds for non-mission essential publications is not an authorized expenditure.

AF Form 4009, *Government Purchase Card Fund Cite Authorization*, is prescribed in this publication. The following forms are adopted: DD Form 350, *Individual Contracting Action Report*, AF Form 332, *Base Civil Engineer Work Request*, DD 1556, *Request, Authorization, Agreement, Certification of Training and Reimbursement*, AF Form 9, *Request for Purchase*, AF Form 1227, *Authority for Tuition Assistance - Education Services Program*, TD Form 1099 MISC, *Statement for Recipients of Miscellaneous Income*, SF 1081, *Schedule of Voucher Correction*.

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Chapter 1

PROGRAM OVERVIEW

1.1. Introduction. The General Services Administration (GSA) has awarded a multiple award schedule contract for U.S. Government commercial purchase card services. The contractor (hereinafter referred to as “the Bank”) provides commercial GPCs and associated services to military members and federal civilian employees to make official purchases.

1.1.1. This instruction applies to all Air Force appropriated funds GPC purchases. Non-Air Force tenants organizations that are issued GPCs or convenience checks by an Air Force contracting office are also subject to the requirements of this AFI.

1.1.2. This instruction does not apply to non-appropriated funds GPC purchases. See AFI 34-275, Air Force Non-Appropriated Funds Government Purchase Card Program.

1.1.3. The Air National Guard contracting offices are not subject to this instruction except regarding payment issues.

1.2. Waivers. Requests to waive this instruction must be approved by SAF/AQC. Organizations shall submit waiver requests, in writing, through their MAJCOM Contracting Division for review and concurrence. Waivers will not be processed without the concurrence of the MAJCOM Contracting Division.

1.3. Program Structure. The GPC Program is based on a six-level reporting hierarchy.

1.3.1. Level 1: The first level of the reporting hierarchy represents the Department of Defense as a whole. The DoD Purchase Card Joint Program Management Office serves as the Level 1 reporting agency for the DoD.

1.3.2. Level 2: The second reporting level identifies the military service. SAF/AQC is the Level 2 reporting agency for the Air Force. A SAF/AQC staff member is designated as the focal point for the GPC Program and serves as a liaison among Air Force organizations, the Bank, the DoD Purchase Card Joint Program Management Office, and the General Services Administration. Primary responsibilities include Air Force GPC policy and program support for OSD, Headquarters Air Force, and Air Force MAJCOMs.

1.3.3. Level 3: The third reporting level identifies the MAJCOM/Agency. A staff member at each MAJCOM/Agency has been designated as the Level 3 reporting agent. Primary responsibilities include implementation, administration, and monitoring of the MAJCOM GPC program subject to DoD and Air Force policies, liaison between SAF/AQC, the Bank, MAJCOM staff, and field organizations, and program support to MAJCOM and installation GPC focal points.

1.3.4. Level 4: The fourth reporting level identifies the installation/organization. This position is referred to as the Agency/Organization Program Coordinator (A/OPC). Primary responsibilities are program implementation and administration, training and monitoring at the installation level, and serving as liaison between the MAJCOM, the Bank, Financial Services Officer (FSO), and installation organizations.

1.3.5. Level 5: The fifth reporting level identifies the particular organization authorized to use the GPC. Each organization appoints an approving official to serve as the level 5 agent. Primary responsibilities include GPC administration for the organization, including approval/disapproval of all purchases subsequent to reconciliation by the cardholder, funds accountability, and surveillance of all cardholders within the approving official's account.

1.3.6. Level 6: The sixth reporting level identifies the individual cardholder. Primary responsibilities include making authorized transactions, logging and reconciliation of transactions, and approval of all valid transactions made in support of organizational requirements.

1.4. Field Communication. Installation level A/OPCs shall direct all questions or issues to their MAJCOM. If necessary, specific policy issues shall be forwarded from the MAJCOM to SAF/AQC.

Chapter 2

AUTHORIZED AND UNAUTHORIZED USE OF THE GPC

2.1. Authorized Use of the GPC.

2.1.1. The use of the card constitutes expenditure of appropriated funds and is limited to official authorized transactions only. Some organizations have both appropriated and non-appropriated funds available for use. Separate cardholder accounts must be established to segregate these fund types. All cardholders and/or approving officials must contact their local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds.

2.1.2. The GPC may be used to purchase authorized supplies, equipment, and non-personal services up to the micro-purchase threshold (currently \$2,500). See paragraph [2.2.10](#) regarding use of the GPC for construction. Purchases under \$2,500 are exempt from the Competition in Contracting Act, Buy American Act, Economy Act, Service Contract Act, and the Small Business Set-Aside Program. Non-personal services are further divided into recurring and non-recurring services. Recurring services are those performed at regular intervals and have a demand that can be accurately predicted on an annual basis. Recurring services requirements estimated to exceed \$2,500 per fiscal year shall be acquired through the local contracting office. Non-recurring services involve one-time, unpredictable, or occasional requirements. These ad-hoc services may be purchased with the GPC up to the micro-purchase threshold whenever a requirement occurs. If any doubt exists as to which category a service falls under, the cardholder shall consult with the local contracting office for a determination.

2.1.2.1. Warranted contracting officers may specify the GPC as a method of payment on contractual documents and agreements (i.e., Educational Service Agreements, Cooperative Agreements) up to the warrant limit of the Contracting Officer (See FAR 13.301). Contracting personnel must comply with the requirements of this instruction for establishing, funding, reconciling, and approving GPC purchases and other transactions even when the GPC is used as a payment method on a contractual document. Purchases greater than the micro-purchase threshold must comply with all pertinent and required procurement and financial management rules, policies, and laws associated with the dollar value of the purchase. In addition, as a minimum, the following requirements must be met when the GPC is used as a payment method:

2.1.2.1.1. The requirement must be loaded in the DoD Standard Procurement System (SPS).

2.1.2.1.2. The Contracting Officer must ensure sufficient funds have been committed and reserved to support the contract action.

2.1.2.1.3. There must be a distinct separation of duties for purchase, acceptance, and payment for the contract action. No one individual may perform more than one of these functions without the review and written approval of their immediate supervisor or above.

2.1.2.1.4. The contract document must state that payment will be made by GPC and require authorization from the Contracting Officer to bill against the designated GPC account. The GPC account number shall not be included in the contract document.

2.1.2.1.5. The Contracting Officer, in consultation with the local comptroller office, must comply with the provisions of the Prompt Payment Act, if applicable.

2.1.2.1.6. On a limited basis, at the discretion of the Contracting Officer and subject to the restrictions in 3.6, convenience checks may also be used as a payment method provided the amount of each invoice does not exceed \$2,500 and invoices are not split to avoid this limitation. For service contracts, the total monthly amount of the contract shall not exceed \$2,500.

NOTE: each check is subject to the Bank surcharge paid directly out of the unit's account (currently 1.7% CONUS, 2% OCONUS).

2.1.2.2. GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting local, small, and small disadvantaged businesses.

2.1.2.3. If specifically authorized to make purchases above \$2,500, cardholders not in contracting organizations may use the GPC only to obtain items from pre-priced government contracts and agreements (e.g., Federal Supply Schedule (FSS), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity ID/IQ contracts etc.), except as specified in 2.1.2.4, 2.1.2.5, 2.5.1, and 2.11.1. In this case, authority to use the GPC will not exceed \$25,000 per transaction. When purchasing from FSSs and BPAs, cardholders must review prices on at least three contracts/agreements unless it is a competitively awarded BPA and select the best value item for their requirements. A record of this review will be kept with the cardholder's GPC documentation. In addition, for each transaction greater than \$2,500 the cardholder must collect required information from the vendor. This data must be submitted to the A/OPC, in a format specified by the A/OPC, not later than five workdays following the end of the month in which the purchase was made (For purchases made in the month of September, data must be provided not later than 25 September.)

2.1.2.4. If authorized, cardholders may make purchases up to \$25,000 per transaction for specific products from priority sources of supply such as the Federal Prison Industries, Javits-Wagner-O'Day agencies and the stock programs of GSA and DLA. See FAR 8.002(a)(1)(iii) - (v).

2.1.2.5. Purchases with the Defense Automated Printing Services (DAPS) are authorized up to \$100,000.

2.2. Purchases Requiring Authorization. Requests for the following supplies, equipment, Other Government Motor Vehicle Conveyance (OGMVC)/Low Speed Vehicles (LSV) or non-personal services require the cardholder to contact the specified controlling/servicing organization before making the purchase. Except where noted below, documented, verbal approval, including the date and identity of the authorizing official, is sufficient. In most cases, coordination via electronic mail is the most practical method for document approval.

2.2.1. Hazardous and Potentially Hazardous Materials. Authorizing Official: Base Hazardous Materials Management Process (HMMP) Team. No hazardous or potentially hazardous material may be purchased by any means or brought onto an installation without full compliance with all authorization, approval, and reporting requirements specified in AFI 32-7086 and any MAJCOM or local supplements.

2.2.2. Communication and Computer Equipment and Software, Including Telephone Instruments, Cell Phones, and Expansion Plug-in Cards. Authorizing Official: Communications Squadron.

2.2.2.1. Approval through the Communication and Information Requirements Process (AFI 33-103) must be obtained if required. This is required to ensure configuration control, compatibility with Air Force and joint systems and compliance with Section 508 of the Rehabilitation Act, as amended in 1998 (PL 105-220). Technical solution documentation provided by the communications and information officer should be maintained in the cardholders' files. Note: Secure telephones cannot be purchased direct from vendors using the GPC. All secure phones must be requisitioned through the Standard Base Supply System.

2.2.3. Medical Items. Authorizing Official: Base Accountable Medical Supply Officer.

2.2.4. Paid Advertisements. Approval Authority: For AFMC, to the Senior Center Contracting Official; and for other MAJCOMs and field operating agencies (FOAs), the commander and vice commander with authority to redelegate expenditures of \$2,500 or less to the senior commander principally responsible for installation support at each base (or an individual acting in those positions).

2.2.5. Visual Information, Electronic Digital Imaging and Video Equipment and Services. Authorizing Official: Base Visual Information Manager (BVIM). (AFI 33-117)

2.2.6. Test, Measuring, & Diagnostic Equipment (TMDE). Authorizing Official: Precision Measurement Equipment Laboratory (PMEL). PMEL must approve, in writing, all purchases of TMDE in accordance with AFMETCAL procedures as well as all purchases of TMDE repair services from non-organic repair sources.

2.2.7. Rental/lease of material handling equipment/fleet motor vehicles. Authorizing Official: Logistic Readiness Squadron or transportation activity.

2.2.8. Rental/lease of Materials Handling Equipment or Aircraft Support Equipment (e.g., aircraft staircases; baggage handling equipment) When Required to Sustain Operations at Deployed Locations. Authorizing Official: Appropriate Deployed Commander.

2.2.9. Centrally Managed XB/XF Items Related to Weapon Systems. Authorizing Official: Weapon System's Program Director (SPD). If a part is back ordered and the estimated delivery date is unacceptable, the following procedures can be used if the requirement meets the GPC threshold of \$2,500 or less:

2.2.9.1. A request will be submitted to the applicable SPD for local purchase authority and a qualified source.

2.2.9.2. Approved purchases will use only the Government-wide Purchase Card that is funded with flying hour money (Element of Expense Identification Code (EEIC) 619XX,

or other funds identified by MAJCOMs). Only funds of the organization that will use the item may be used. Items shall not be purchased for resale to end-users.

2.2.9.3. Cardholders must cancel the original requisition in the Standard Base Supply System. Base Supply or Depot Supply must capture demand data by processing DOC with TEX Code 9.

2.2.9.4. Depot maintenance product directorate personnel are authorized to procure weapon system and commodity consumable parts under emergency surge conditions. Under emergency surge conditions, authorized quantity levels may be temporarily exceeded on a case-by-case basis. These actions will require approval by the designated depot maintenance product directorate chief.

2.2.9.5. Depot maintenance product directorate personnel are authorized to procure vendor repair of weapon system and commodity end items when such actions achieve best value for the government considering cost, schedule, performance, and supportability factors. These actions will require approval by the designated depot maintenance product directorate chief.

2.2.9.6. The GPC card can be used to repair weapon system items at least on an emergency basis if the depot maintenance customers need to use it for that purpose.

2.2.9.7. Make allowances for BC 8, XD items that the AF Repair Enhancement Program may receive approval to repair IAW 00-25-195.

2.2.10. Construction. Authorizing Official: Base Civil Engineer. Construction is limited to \$2,000 per project. Each requirement must be processed through the Base Civil Engineer work order approval process and requires an approved AF Form 332, Base Civil Engineer Work Request. Construction purchases in excess of \$2,000 are subject to the Davis Bacon Act and may only be accomplished by a warranted contracting officer, consistent with the specific requirements of the Act.

2.2.11. Civil Engineer Materials and Real Property (installed equipment). Authorizing Official: Base Civil Engineer.

2.2.12. Morale, Welfare, and Recreation Items. For gym equipment, (Federal Supply Class 7830), prior to purchase, written approval must be obtained at the appropriate level and in compliance with AFIs 34-204, 34-266, 65-106 and AFI 65-601, Volume 1.

2.2.13. Bird Aircraft Strike Hazard (BASH) Program. The requesting unit for BASH will coordinate with the installation Munitions Accountable Systems Officer (MASO) and OO-ALC/WM, Commercial Off the Shelf (COTS) Munitions Program Manager, or Integrated Materiel Manager (IMM) prior to using the GPC. The requestor shall have final written approval from OO-ALC/WM and follow the written COTS approval procedures in AFI 21-201 before purchase of the munitions item with the GPC.

2.2.14. Purchase of Commercially Printed Business Cards. Authorizing Official: See AFI 65-601V1, paragraph 4.36.1.1. Only agencies listed in AFI 65-601 V1 are authorized to purchase commercially printed business cards. See AFI 65-601V1, paragraph 4.36 for guidance on printing business cards using personal computers and purchase of business cards from the Lighthouse for the Blind, Inc.

2.2.15. Printing, Copying Services, or Copier Services Provided by Commercial Sources. Authorizing Official: Local DAPS or Government Printing Office. DAPS is the required source for these services. Cardholders must obtain prior approval from the local DAPS or Government Printing Office to use another source. The single purchase limit for GPC use with DAPS is \$100,000. When DAPS is not available and authorization is received to use commercial printing sources, the limits in paragraph 2.1.2 apply.

2.2.15.1. In accordance with DoD 5330.3, paragraph 3, the Intelligence and Tactical agencies or activities are exempt from using DAPS. Cardholders within these activities are subject to DoD 3300.2, *Combined Intelligence Publishing Service*, and are to obtain printing from their intelligence printing facility or agency printing officer.

2.2.16. In addition to 2.2.1- 2.2.15 above, cardholders and approving officials shall comply with any and all MAJCOM or locally mandated approvals.

2.3. Purchases Requiring Coordination/Review

2.3.1. Non-expendable (budget code 9) Equipment Assets Over the Micro-purchase Threshold. If these are purchased on existing contracts with the GPC they must have accountability records established through the Logistics Readiness Squadron or supply activity. Coordinate approval of Other Government Motor Vehicle Conveyance (OGMVC)/Low Speed Vehicles (LSV) prior to purchase and/or lease through Logistics Readiness Squadron (LRS) or equivalent (Vehicle Management & Analysis (VM&A) or equivalent and Logistics Readiness Squadron's, Customer Service Element) and installation Ground Safety. Equipment custodians must contact the Base Supply Equipment Management Element immediately upon receipt of the asset. Medical activities must also coordinate purchases through the Base Medical Equipment Management Office.

2.3.2. Repair Services for General Equipment. Before acquiring repair services, the cardholder will contact the resource advisor or contracting squadron/office to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person contacted shall be documented by the cardholder. In addition, consult the organization equipment custodian to ascertain whether repair may be covered under an existing warranty at no cost to the Air Force.

2.3.2.1. Modifications of equipment listed in Technical Order 00-110N-16, Equipment Authorized for Nuclear Weapons, must be coordinated with the Base/Center Weapons Safety Office and Chief Vehicle Maintenance (for motor vehicles/powered aerospace ground equipment). See AFI 91-103, Air Force Nuclear Certification Program, for guidance on minor/major modifications and review procedures.

2.3.3. Books, Periodicals, and Manuals. Specific guidance can be found in AFMAN 23-110, Vol 2, Part 2, Chapter 9. Generally, for books, periodicals, or manuals in direct support of Air Force mission requirements, coordinate with the library to determine if central library funds are authorized and available locally. The use of appropriated funds for non-mission essential publications is not an authorized expenditure.

2.3.4. Professional Services. Professional services are those services rendered by persons who are members of a particular profession or possess a special skill (e.g., accountants, lawyers, architects, engineers, physicians, dentists, etc.). State law may require that services rendered by these individuals be performed or approved by a person who is licensed,

registered or certified to provide the service. Organizations must consult with the Contracting Squadron/Office to ensure that there is not an existing contract providing the same services requested and to verify that such services are not of a personal services nature.

2.3.5. Payment For the Domestic Express Next Business Day Small Package Delivery Service Contract may be made using the GPC. Cardholders must coordinate with their Transportation Management Office (TMO) prior to setting up an account. If the GPC is used without first setting up an account, units will be billed at a much higher commercial rate.

2.4. Unauthorized Use of the GPC. The GPC shall not be used (unless otherwise noted in exceptions) for the following purposes:

2.4.1. Cash Advances. Cash advances are prohibited. Money orders, traveler checks, gift certificates, and “middleman” payment services are considered to be cash advances and shall not be purchased by cardholders to obtain items from merchants who do not accept the GPC. (See paragraph 3.6, Convenience Check Accounts.)

2.4.2. Travel Related Purchases. This includes rental/lease of motor vehicles associated with travel or temporary duty supported by travel orders (purchase of airline, bus, and train tickets), purchase of meals, drinks, lodging, or other travel or subsistence costs associated with official Government travel that will be reimbursed on a travel voucher. Exception: If the travel and per diem ARE NOT reimbursed directly to the government traveler by travel voucher, i.e., Reserve duty/exercise, air mobility aircrews at ports where the cost of the lodging and meals are a host unit expense, costs may be paid with host unit GPC. Note: Subsistence items (not prepared meals) not associated with individual travel may be purchased with the GPC from the commissary or commercial sources. Before going to a commercial source it must be determined that troop issue (Prime Vendor) and the commissary cannot support the requirement. Prepared meals for dignitaries may only be purchased with Official Representational Funds (ORF). For purchases of prepared meals, the GPC can be used if a written determination is approved by the approving official that the official Government travel card cannot be used to satisfy the requirement. The original is to be retained in the cardholder’s file and a copy of the determination shall be forwarded to the A/OPC.

2.4.3. Rentals or Leases of Land or Buildings Exceeding 30 days. Exception: Rental of temporary storage to facilitate office reconfiguration not to exceed 90 days provided the total price of rental does not exceed \$2,500 and the rental period does not cross a fiscal year and subject to the written approval of the civil engineering real property officer.

2.4.4. Purchase of Centrally Managed Fuel or Oil, i.e., Aviation, Diesel, Heating, Gasoline, Oil for Aircraft and Motorized Vehicles. Packaged oil and lubricants needed to support base maintenance shops, however, may be purchased using the GPC.

2.4.5. Repair of GSA-Leased Vehicles.

2.4.6. Purchase of Major Telecommunications Systems including Federal Telecommunications/Telephone System (FTS) 2000 or Defense Switched Network (DSN).

2.4.7. Purchases of Hazardous/Dangerous Items such as Explosives, Munitions, Toxins, and Firearms. This specifically includes weapons, small arms, and ammunition.

Exception: BASH Program, see paragraph 2.2.13.

2.4.8. Personal Services. Personal services contracts are contracts that, by its express terms or as administered, make the contractor personnel appear, in effect, to be Government employees (e.g., consultants directly under Government supervision, temporary office help).

2.4.9. Gifts (e.g., retirements, farewells). These include food/beverages for organizational functions (commanders-call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. U.S. flags for gift presentation may be purchased with unit funds for military retirees only. Likewise, rental of banquet halls or similar facilities for these functions is not authorized.

2.4.10. Entertainment. Party supplies, serving material, food, and drinks are considered entertainment and are prohibited unless specifically authorized by law. See exceptions in AFI 65-601 V1, para 4.28.1. and 4.42.2. Recruiters may purchase food as allowed by AFI 65-601, Vol 1, para 4.31.6.

2.4.11. Purchases of Controlled Cryptographic Items (CCI). The GPC shall not be used to purchase or repair secure telephone instruments or CCI assets. These must be requisitioned through the Logistics Readiness Squadron to ensure proper accountability records are established.

2.4.12. Repair or procurement of Budget Code 8 depot level reparable items. This includes depot/intermediate level reparable items.

2.4.13. Safety of flight item regardless of the ERRC. Budget code 8 XD Items. This includes depot/organizational level reparable items.

2.4.14. Utility Services. This includes electric, gas, water, phone, waste removal and cable TV services. These services are typically consolidated base-wide and purchased through contracts that generally exceed \$2,500 a year. Exceptions: (1) Units physically isolated from the base either in an off-site location (e.g., Air Force recruiting office) or located in a remote portion of the base (often non-contiguous) so as to not be part of the base infrastructure (e.g., a building or an annex to the base which is connected to another municipality's water supply). The GPC may be used to purchase utility services provided the dollar amount of each utility does not exceed \$2,500 per year. (2) In locations where there is no base-wide service contract, individuals may pay their own cell phone bills using the GPC if the annual bill does not exceed \$2,500 and cardholders don't enter into agreements with cell phone companies that obligate the Government to pay cancellation fees if the service is discontinued.

2.4.15. Purchase requiring advance payments, except for subscriptions or training purchased on a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.

2.4.16. Purchases from Government employees.

2.4.17. In addition to [2.4.1- 2.4.15](#) above, all cardholders and approving officials shall comply with any and all MAJCOM and/or locally mandated restrictions.

2.4.18. See AFI 65-601, Vol 1 and AFI 65-301 for more detailed guidance on authorized and unauthorized uses of appropriated funds. If in doubt, contact the local comptroller squadron/office.

2.5. Use of Government-wide Purchase Card by OCONUS Units

2.5.1. Overseas cardholders may be authorized to use the GPC to make commercial purchases up to \$25,000 if the purchase is made outside the United States from vendors located outside the United States for use outside the United States, subject to the requirements specified in DFARS 213.301. If purchases are made from CONUS vendors for use overseas, the micro-purchase threshold of \$2,500 remains in effect. For stateside purchases the cardholder must contact their local Traffic Management Flight for assistance regarding transportation and packaging requirements and/or instructions prior to contacting the vendor. Cardholders must ensure the final price includes all costs associated with the mode of transportation and packaging selected to the destination country, customs import duties, and any other charges that may accrue. Consult DoD 4500.54-G, Foreign Clearance Guide, prior to the requisitioning action to ensure compliance with host nation customs requirements.

2.6. Use of the GPC in Support of Contingency/Exercise Operations.

2.6.1. Warranted Contingency Contracting Officers (CCOs) are authorized to use the GPC in support of contingency/exercise operations. Homestation GPCs may be issued to CCOs in advance to support planning for military operations or local emergencies IAW AFFARS Appendix CC. The commander/chief of the contracting office will balance contingency planning requirements with management control considerations when determining how many GPC holders are required in advance of deployment tasking. The approving official in each case will be the contracting squadron commander/chief of the contracting office or his/her designated representative. When tasked to deploy, the CCO will be issued a GPC by their homestation for use during the deployment unless exempted by the supported command. When functional control of the deployed CCO shifts to another HCA, homestation-issued GPCs may continue to be used unless prohibited by either the homestation or the gaining command. GPCs may be issued to the CCO under the authority and direction of the supported command's HCA. In all cases the CCO will follow the guidance provided by the GPC-issuing office. When individuals participating in the operation or exercise are in temporary duty (TDY) status, they must document why they used the GPC in lieu of their Government travel card to pay for commercial lodging facility and meals.

2.6.2. Cardholders who are not CCOs may continue to use unit-funded GPCs when deployed for a short duration (typically less than 30 days) exercise or contingency not-to-exceed \$2,500 per transaction. The approving official in this situation will not change. An example of this type of situation is a Red Horse organization deploying for a two-week period and then returning to their home station. Medical Dental Division (MDD) funded cards for which purchases will be reissued through an Air Force standard medical logistics automated information system may be used regardless of the duration of the deployment or exercise. In all cases, the cardholders and approving officials must ensure there are no delays in review and reconciliation of purchases made while the cardholder is deployed. In some cases, rules of engagement within the theater of operations may dictate that only warranted CCOs use the GPC.

2.6.3. Except for purchases of HAZMAT (2.2.1) and weapons systems parts (2.2.9), the authorizations and coordinations delineated in paragraphs 2.2 and 2.3, are not required for purchases made in support of contingency/exercise operations if the cardholder is not collocated with the authorizing official or coordinating office.

2.6.4. Warranted CCOs may use the GPC as a payment method up to the limit of their warrant to cover written orders. In addition, in support of a Joint Chiefs of Staff-declared contingency operation, CCOs may make open market purchases up to \$200,000, provided the purchase is made outside the United States, from a vendor located outside the United States, for use outside the United States and the GPC is used in the same manner as a Standard Form 44 Purchase Order-Invoice-Voucher (See DFARS 52-213.301).

2.6.5. If Internet capability is available at the deployed location, the cardholder will reconcile all transactions via the Bank's electronic access system using normal procedures. If not, the cardholder will coordinate with the approving official and the approving official will reconcile all transactions on behalf of the cardholder.

2.6.6. When initiating cardholder set-up for a CCO who is not scheduled to deploy immediately, single purchase and monthly spending limits should be set at a low level. At the time the CCO is deployed, the limits can be raised on the spot by the A/OPC via the Bank's electronic access system. The limits should be set realistically based on the expected purchase volume for that account. Upon the return of the CCO to his or her home base, the spending limits should be lowered to the previous level.

2.6.7. Air and Space Expeditionary Force (AEF) Deployments. All AEF eligible, military contracting personnel shall receive GPC training from their local contracting office. A copy of the training record shall be maintained in their unit deployment folder. Upon selection for an AEF tasking, designated CCOs will be notified, through their Personnel Readiness Unit, regarding unique GPC requirements, if any, for the operation or exercise they are tasked to support. In some cases, the CCO may be issued a GPC specific to the operation or exercise.

2.7. Authorized Use of the GPC by Geographically Separated Units (GSU): GSUs located more than 50 miles from their base of support are exempt from the coordination requirements in paragraph 2.2 except for purchases of HAZMAT (2.2.1) and weapons systems parts (2.2.9).

2.8. Authorized Use of the GPC by Tenant Organizations: The A/OPC will initiate GPC accounts for all tenants when the tenant's funds are maintained by the installation's FSO. In cases where the tenant's funds are maintained by the cardholder's home station, the home station A/OPC shall initiate the accounts. In this case, upon request, the A/OPC shall provide GPC training and provide courtesy surveillance audits for the home station. Copies of these audits will be forwarded to the home station for action as appropriate. The accounting and paying station must be the same.

2.9. Government Contractors: Government contractor employees shall not be issued GPCs nor shall they be appointed as approving officials.

2.10. Use of GPC for Environmental Protection Agency (EPA) Guideline Items: The Resource Conservation and Recovery Act and Solid Waste Disposal Act require agencies to use recovered materials for EPA-designated items to the maximum extent practicable without jeopardizing the intended use of the item.

2.10.1. A list of EPA Guideline Items should be requested from the Environmental Management Section at the Base Civil Engineer Squadron. At this time, items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and non-paper office products.

2.10.2. Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standards must be justified in writing if over the micro-purchase threshold. Compliance with the Affirmative Procurement Executive Order 13101 is required at all dollar levels. A written determination based upon one of the following reasons must be maintained by the cardholder organization for any orders above \$2,500 (or \$2,000 for construction). Each written determination must cite one or more of the following reasons for exemption from recovered material standards:

2.10.2.1. Items containing EPA-recommended recovered content standards are not available within a reasonable period of time.

2.10.2.2. Items are only available at an unreasonable price. Include sufficient information to support price decision.

2.10.2.3. Items are not available from a sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried.

2.10.2.4. Items based upon technical verification fail to meet performance standards or specifications.

2.10.3. When conditions apply for repetitive purchases of the same item, an annual blanket determination, approved by the unit commander/director may be maintained by the cardholder's organization.

2.10.4. Per the National Defense Authorization Act of 1998, as of January 1, 2004, paper purchased using the GPC must be 50% post-consumer recycled paper. If 50% post-consumer recycled paper is not available for purchase, then as an alternative to meeting the standards for all printing and writing papers, the minimum content standard shall be no less than 50% recovered materials.

2.11. Use of the GPC for Training and Education

2.11.1. The GPC shall be used by training and education office personnel to pay for government, non-government and/or off-the-shelf training and education up to \$25,000 for an individual or planned series of the same training event, activity, or course material.

2.11.2. Organizations may pay for government, non-government and/or off-the-shelf training and education with their unit funds up to \$25,000; however, the following procedures must be completed prior to attending training. In accordance with DoD Financial Regulation, Volume 10, DoD Administrative Instruction Number 40 and AFI 36-401, a DD Form 1556 must be submitted to the training and education office and approval obtained before an individual may attend training. The approval process requires coordination/concurrence from an individual's supervisor, second-level supervisor, the organization's training coordinator, and submittal to the training and education office for review and approval prior to the training start date. At locations without integrated training office, DD Form 1556s must be approved by the military training office/flight or civilian training office/flight. The employee development manager will ensure requested training is in compliance with all statutory, legal, and administrative requirements. The cardholder must have an approved DD Form 1556 prior to contacting a vendor.

2.11.3. Off-the-shelf training is defined as training products and services regularly available to the general public and/or Government personnel. The term includes training offered in

catalogs or other printed material by a college, university, professional association, consultant firm or organization. It does not include training specifically developed, designed, and produced to meet requirements unique to an organization and/or program. An AF Form 9, *Request for Purchase*, submitted to the Contracting Squadron/Office, is required to purchase training designed specifically to meet a requirement particular to an organization.

2.11.4. Non-government sources include, but are not limited to:

2.11.4.1. State government or instrumentality

2.11.4.2. Interstate government organization

2.11.4.3. Medical, scientific, technical, educational, research, or professional institution, foundation, or organization

2.11.4.4. Universities, technical, business, and vocational schools, business, commercial, or industrial firm, corporation, partnership, proprietorship, or other organization.

2.11.5. Training and education cards will be established with a single purchase limit of \$25,000. All merchant category codes (MCCs) will be blocked except the following source of training:

7392 - Management, Consulting and Public Relations Services

7399 - Business Services (Not Elsewhere Classified)

8220 - Colleges, universities, junior colleges, and other professional schools

8241 - Correspondence schools

8244 - All business/secondary schools

8249 - Vocational/trade schools

8299 - Schools and Education Services (Not Elsewhere Classified)

2.12. Use of the GPC for Voluntary Military Tuition Assistance. The GPC shall be used for the payment of military tuition assistance invoices that do not exceed a consolidated total of \$5,000,000 per invoice from a single institution.

2.12.1. The education services flight chief (ESFC) or designee will establish fund controls and initiate an AF Form 4009, for each account required. Military tuition assistance funds are requested by the student using an AF Form 1227, Authority for Tuition Assistance - Education Services Program. The AF Form 1227 must be used as an approval document, which equates to a commitment, but not as an obligation document.

2.12.2. The education service flight (ESF) will receive school invoices after each add/drop period for the applicable school term. The ESF chief, or designee, will reconcile each invoice to ensure it is accurate and complete. Discrepancies will be questioned and corrected with the school prior to payment of any invoice. A record of each transaction will be maintained with each invoice. Each record of transaction must include a statement certifying the accuracy and receipt of services. Once reconciled, the ESF chief, or designee, will provide the GPC account number to the school along with a copy of the reconciled invoice. Each ESF cardholder will reconcile all transactions in the Bank's electronic access system. The

approving official will validate and approve cardholder transactions in the Bank's electronic access system.

2.13. Accountability of Property.

2.13.1. For equipment items equal to or under the micro-purchase threshold, accountability is the responsibility of unit commander. At least monthly, unit commanders must take action to ensure items purchased using the GPC and requiring accountability, are accounted for in the appropriate property book (Air Force Equipment Management System (AFEMS)/Standard Base Supply System (SBSS), Information Technology Asset Management (ITAMS)) Unit commanders must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets. These records shall include all items considered pilferable or easily resalable on the open market. Examples of such items include cell phones, digital cameras, fax machines, palm pilots copiers and printers. See Department of Defense Instruction 5000.64 and AFI 23-111, "*Management of Government Property in the Possession of the Air Force*," for policy on accountability and/or responsible officer responsibility. For accountability requirements for equipment items valued in excess of the micro-purchase procedures see [2.3.1](#) and AFMAN 23-110, "USAF Supply Manual" Vol 2.

2.13.2. Computer equipment and software must be accounted for in accordance with AFI 33-101, *Communications and Information Management Guidance and Responsibilities*.

Chapter 3

ESTABLISHING A GPC ACCOUNT

3.1. Letter of Appointment. Commanders or chiefs of the requiring activities shall prepare a letter of appointment designating cardholders and approving officials. A primary and alternate approving official must be appointed for each approving official account. The A/OPC shall reduce the credit line of alternate cardholder to one dollar when primary cardholders and approving officials are available and are actively using their accounts. The letter of appointment is processed by the A/OPC. The letter of appointment must fully describe the types of purchases to be made and identify the name, rank, duty title, and telephone number of the cardholder and approving official. The letter must also include the requested limits as specified in paragraph 3.2 below. Coordination with the servicing FSO is mandatory to ensure that the proper funds are allocated for the GPC charges. For new approving official accounts, the approving official must also initiate a request for a funding document, AF Form 4009, from the servicing FSO. Subsequent changes to approving official limits must be submitted to the A/OPC, in writing (e-mail acceptable), by the authorizing official. Subsequent changes to cardholder limits must be submitted to the A/OPC, in writing (e-mail acceptable), by the approving official.

3.1.1. When appointing approving officials and cardholders, the appointing authority should take into account the current responsibilities of the approving official and ensure the number of cardholders assigned to any one approving official allows sufficient time for them to adequately monitor their cardholders' purchase activity. The required ratio of total cardholders to approving official shall be no more than seven to one. Requests for a waiver to this requirement must be approved by the Deputy Assistant Secretary of Contracting (SAF/AQC). At a minimum, the waiver request must include the account number, the name and location of the approving official, the number of cardholders the approving official is responsible for, the average monthly transaction volume the approving official experiences, and the rationale for the waiver request, including specifics on how the approving official is able to maintain appropriate oversight. The approved waiver request must be maintained on file for approving officials that have more than seven cardholders assigned. Accounts exceeding the 7:1 ratio must be reviewed annually by the A/OPC to verify that adequate controls are in place. The result of this surveillance shall be provided to the MAJCOM/FOA/DRU GPC Program Manager for review and approval prior to submittal to SAF/AQC. This waiver is only valid for the Approving Official named in the waiver.

3.2. Limits. Use of the GPC is subject to a single purchase limit, a monthly cardholder limit, an approving official 30-day limit (which encompasses all of the cardholders' 30-day limits assigned for any billing cycle) and a funding document limit. All limits must be realistic and based on actual spending patterns and funding. In the event spending limits are inflated, they should be reduced by the A/OPC. The A/OPC initiates the GPC account via the Bank's automated access system subject to the limits requested by the cardholder's organization.

3.2.1. Single Purchase Limit. The single purchase limit on the card cannot exceed \$2,500 unless the cardholder is a Warranted Contracting Officer, has specific authority to place orders from pre-priced contractual instruments up to \$25,000 or is authorized to make transactions as specified in 2.1.2.4, 2.1.2.5, 2.5.1, 2.11.1 and 2.12.

3.2.2. Monthly Cardholder Limit. The monthly cardholder limit is the total dollar value of the cardholder's GPC purchases allowed for any given monthly billing cycle. The monthly cardholder limit shall be set in increments of \$100.

3.2.3. Funding Document Limit. The funding document limit is a budgetary limit established on the Air Force Government Purchase Card Fund Cite Authorization Form, AF Form 4009, by the approving official in coordination with and certified by the FSO. In all instances, the approving official shall obtain a certified funding document before the card can be used by the cardholder. For Contingency/Exercise Operations accounts see paragraph 2.6. NOTE: Overspending funds available on the AF Form 4009 will result in unit commander notification and may result in suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. FSOs shall set quarterly spending limits on the approving official account at the same dollar value as the AF Form 4009. Refer to paragraph 4.3.6 for more information on funding procedures.

3.3. Merchant Activity Type (MAT) Codes. When initiating a GPC account, the A/OPC shall incorporate the MAT codes that are identified in the requiring organization's request. Cardholders will not be permanently assigned the unrestricted MAT Code "000" unless specifically approved, in writing or by an electronic authentication process, by the contracting squadron commander/chief of contracting office. However, warranted contingency contracting officer cards will be assigned the MAT Code "000" in order to support the contingency/exercise to which they are temporarily assigned. Subsequent changes to the MAT code may be requested from the A/OPC by the approving official (e-mail acceptable).

3.4. Account Set-Up.

3.4.1. Account set up begins upon receipt of the letter of appointment specified in paragraph 3.1 at the contracting squadron/office and an initiation of an AF Form 4009 at the comptroller squadron/ office. The A/OPC will use the letter of appointment as the basis to initiate cardholder and/or approving official account set up via the Bank's automated access system. The A/OPC will also make any subsequent adjustments, to include account suspension and closure, via this system. Upon completion of formal training and receipt of confirmation that the account set up is completed (including establishment of a certified funding document), a delegation of authority letter, signed by the contracting squadron commander/chief of the contracting office, shall be forwarded to the cardholder. This letter delegates the authority to the cardholder to use the GPC to obtain supplies, equipment, and services with the GPC, subject to the limits identified in the letter.

3.5. Receipt of Card. The Bank will mail the GPC to the cardholder within 24 hours after receiving the cardholder's account set-up information. The Bank uses a Voice Response Unit (VRU) to verify that the GPC has been received by the cardholder. When the cardholder receives the GPC, he/she must immediately access the VRU to activate their card. The VRU is accessible toll free (or via direct telephone number for foreign users).

3.6. Convenience Check Accounts. Convenience checks provide an alternative only when the use of the GPC is not feasible. The use of convenience checks shall be evaluated and determined to be advantageous to the activity, after evaluating all alternatives to accomplish the same purpose. The checks provide Air Force activities the flexibility to issue low volume, low dollar payments for supplies and services. The management controls, procedures, and restrictions included in this AFI also apply to the use of convenience checks. The convenience checks will

be pre-numbered and additional controls will be maintained by the check writer using a separate convenience check register for each account. The funding document for establishment of convenience check accounts is also the AF Form 4009. A convenience check writer may also have a GPC account and a separate convenience checking account. The convenience check cardholder number must be unique and cannot be used jointly with an existing GPC cardholder account number.

3.6.1. Requirements: As specified in the DoD Financial Management Regulation, Volume 5, Chapter 2, the following requirements must be met when administering a convenience check account:

3.6.1.1. All organizations authorized to maintain a convenience checking account shall hold an active (in good standing) GPC managing account before approval of a purchase card convenience checking account.

3.6.1.2. Before a check is issued, the requiring organization must make every effort to use the GPC. Maximum efforts shall be made to find and use vendors that accept the GPC.

3.6.1.3. The authority to maintain a checking account shall be justified on an individual organization basis and controlled and monitored by the organization commander.

3.6.1.4. The number of checkbooks per installation must be kept to a minimum and should, in most cases, be limited to no more than one checkbook per organization. Unit commanders shall provide a written justification to establish an additional checking account. The contracting squadron commander/chief of the contracting office is the approval authority for additional checking accounts.

3.6.1.5. The approving official is responsible for the implementation of appropriate internal controls. Quarterly reviews of each checking account must be conducted by the approving official as a part of the regular surveillance activities. The A/OPC will review each checking account under an approving official as a part of the annual surveillance of accounts.

3.6.1.6. Convenience checks shall not be issued for more than \$2,500 per check and shall be issued for the exact payment amount. "Splitting" amounts across more than one check to keep below the \$2,500 limit is prohibited. The A/OPC shall suspend the account immediately for any assigned check writer who issues a check(s) exceeding the \$2,500 limit. The A/OPC will notify the AO to pull the checkbook from the check writer. Surveillance will be conducted on the account by the A/OPC. Any violations of GPC procedures, including checking accounts will be documented by the A/OPC. If there is a compelling need for the account to remain open, the Appointing Authority may request the account be reopened if there is a compelling need for the account and another check writer cannot be appointed. Justifications, including disciplinary actions and procedures implemented to prevent recurrence to include the results of the account surveillance by the A/OPC and the dates that refresher training was taken, shall be submitted to the CONS/CC and be forwarded to the Level 3 reporting agent. Level 3 reporting agent must concur with the reinstatement prior to submittal to the Level 2 reporting agent. Note: The DoD Purchase Card Program Management Office is the final decision authority for these requests.

3.6.1.7. Convenience checks shall not be issued as an “exchange-for-cash” vehicle to establish cash funds. If vendors issue credit checks or refunds by cash or check, funds must immediately be turned in to the local FSO.

3.6.1.8. The unit is responsible for all administrative costs associated with the use of these checks. The total purchase amount plus the program fee must be accounted for on the check writers check register and deducted from the funding document balance. Likewise, all checks must be input into the Bank’s electronic access system in the same manner as a GPC transaction. (The current program fee for convenience checks is 1.7% of the face value of the check.)

3.6.1.9. Convenience checks may be mailed, provided internal controls are in place to avoid duplicate payments to payee. Lost checks are the responsibility of the check writer (see DoD 7000.14-R, Vol 5).

3.6.1.10. Convenience checks may be used for overseas transactions up to \$2,500. Convenience checks may only be written in U. S. dollars. Warranted contingency contracting officers may use the convenience check up to \$10,000 for overseas transactions in support of contingencies declared by the Secretary of Defense.

3.6.1.11. Check writers are responsible for the capture of TD Form 1099 MISC, *Statement for Recipients of Miscellaneous Income*, data for services paid by convenience check. Also report the services portion of checks written for a combination of supplies and services. (See DFARS 204.904)

“**NOTE:** All checks must be captured and reported because payments from several installations/agencies may total over \$600 which is the IRS reporting level for TD 1099 data.” The information shall be reported to DFAS in accordance with instructions issued by DFAS (see <https://dfas4dod.dfas.mil/systems/1099>). The required information consists of the following:

3.6.1.11.1. Payee’s full name

3.6.1.11.2. Complete mailing address

3.6.1.11.3. Phone number (including area code)

3.6.1.11.4. Social Security Number or Tax Identification Number

3.6.1.11.5. Check number and amount(s) paid

3.6.1.11.6. Date(s)

3.6.1.11.7. Total paid to Payee in the reporting period

3.6.1.11.8. Authorized convenience check writers and A/OPCs must register in the DFAS 1099 Tax Reporting Program.

3.6.1.12. Checks are negotiable instruments and must be stored in a locked container, such as a safe or metal filing cabinet. Checks must be accounted for appropriately to prevent loss, theft, or potential forgery. Checks must be reconciled in the same manner as GPC transactions. Checks are printed on duplicate paper to facilitate tracking and reconciliation. Duplicate copies of checks must be retained as a part of the account holders’ original documentation files.

3.6.1.13. The A/OPCs shall cancel the convenience check privileges of cardholders who misuse convenience checks more than once. Refresher training is required for any cardholder who exceeds the \$2500.00 check limit.

3.6.2. Authorization of Accounts.

3.6.2.1. Approving official responsibilities for check accounts are the same as those for the GPC (see paragraph 4.3.4).

3.6.2.2. Only the named person shall be designated as the convenience check writer and have the authority to sign and issue convenience checks. Check accounts shall be under the custody of an individual who is not responsible for the origination, approval and/or processing of the requirement for a check.

3.6.3. Establishing Convenience Check Accounts.

3.6.3.1. Requests to establish convenience check accounts shall be justified by the organization's commander/director and forwarded to the A/OPC. A separate letter of appointment to maintain and use convenience checks shall be provided to the activity approving official and check writer (by name) by the activity's commander/director.

3.6.4. Use of Convenience Check Accounts. Convenience check purchases are subject to the same requirements and restrictions as the GPC and shall not be used for any purpose where purchase using appropriated funds is not otherwise authorized. In addition, supplies or services purchased with the convenience check must be available for delivery within 15 days at the contractor's place of business or at destination.

3.6.5. Disputes/Stop Payments.

3.6.5.1. The disputes process available with the GPC is not available with convenience checks. Any concerns over a purchase made with a check must be resolved directly with the merchant. The check writer is solely responsible for securing restitution and/or credit for disputed purchases. The check writer shall request A/OPC assistance to resolve disputes in the event, he/she is unable to resolve disputes with the merchant. Each organization is responsible for checks written on the account, unless it is determined fraud is involved.

3.6.5.2. In some cases, payment can be stopped on a convenience check that has been written if the check has not yet posted to an account. To stop payment on a check, call the Bank Customer Service to receive instructions on processing the action. The stop payment action will be in place for six months, and a fee will be charged (and accounted for on purchase log/funding document balance) directly to the account. If the check has already posted to the account, a request to stop payment cannot be honored.

3.6.5.3. Copies of posted checks are retained on file at the Bank for three and one half years. If a check copy is needed, it will be mailed within 14 calendar days of request. A fee will be charged (and must be accounted for on the purchase log/funding document balance) directly to the requesting account.

3.6.5.4. Although a check is written, it may not immediately post, and therefore, may not be reflected in that month's statement of account of the check writer. When a check is presented to the Bank for payment, there must be enough funds in the 30-day limit and office limit to cover the check. In addition, a check cannot exceed the single purchase

limit assigned to the account. If a check presented exceeds any of the limits, the result may be a Non-Sufficient Funds (NSF) situation and the check may be returned unpaid to the merchant or payee. A NSF fee will be assigned against the check writer's account.

3.7. Foreign Drafts Accounts. Foreign Draft (FD) accounts provide an alternative only when the use of the GPC or Convenience Check is not feasible. Foreign Drafts provide organizations the flexibility to issue low volume, low foreign currency payments for supplies and services. If an organization requires the Foreign Drafts they must coordinate approval through the A/OPC. All Foreign Drafts issued will post against a specific cardholder account. Only approved FD "check" writers with a valid FD Product User ID and Password have the authority to create, print and issue a check. The management controls procedures and restrictions included in this AFI for convenience checks also apply to Foreign Drafts. A 2% fee is charged on Foreign Drafts.

Chapter 4

RESPONSIBILITIES AND PROCEDURES FOR GPC OPERATIONS

4.1. Air Force Level:

4.1.1. SAF/AQC is designated the Air Force GPC focal point. Primary responsibilities are described in paragraph 1.3.2.

4.2. MAJCOM/FOA/DRU Level:

4.2.1. Appointment of MAJCOM/FOA/DRU Program Manager: Each MAJCOM/FOA/DRU Chief of Contracting shall appoint a MAJCOM/FOA/DRU GPC focal point. Primary responsibilities are described in paragraph 1.3.3.

4.3. Installation Level:

4.3.1. Installation Commander: The installation commander or equivalent shall have overall responsibility for the operation of the GPC program on their installation. The contracting squadron commander/ chief of the contracting office shall brief the installation commander on the GPC program at least quarterly, to include a summary of violations (including fraud) and corrective actions taken in each instance or provide a justification why no action was considered necessary. Recommend briefing to the installation commander include the numbers of accounts suspended due to failure to reconcile within 60 days after the close of the billing cycle; instances of suspected fraud, waste, or abuse along with corrective action taken; surveillance results (see 4.3.3.5.3); convenience check violations; preferred vendor/vendor discount programs; and overall installation trends.

4.3.2. The contracting squadron commander/chief of the contracting office shall designate at least one primary and one alternate A/OPC to manage the installation GPC program. The primary A/OPC must be, as a minimum, a GS 1102 series civil servant, a 6C0X1 enlisted contract specialist, a 64PX officer or foreign national equivalent OCONUS. In addition, they must be certified in Contracting at Level I under the Air Force Acquisition Professional Development Program. The A/OPCs are required to take the A/OPC training developed by GSA. This training is available at <http://apps.fss.gsa.gov/webtraining/trainingdocs/aopctraining/index.cfm>. MAJCOM GPC coordinators are to verify that this training has been completed.

4.3.2.1. Contracting squadron commanders/Director, Business Operations/chiefs of contracting offices must issue written authority to cardholders not in contracting organizations to make purchases or place orders. This authority may not be delegated. However, in the absence of the CONS/CC, authority may be granted by the Deputy. Warranted contracting officers do not require a separate delegation of authority to use the GPC. A sample delegation of authority letter is available on the SAF/ AQC Homepage (<http://www.safaq.hq.af.mil/contracting/>). The following thresholds for single purchase limits apply:

4.3.2.1.1. Personnel not assigned to a contracting office shall not be delegated authority to use the GPC to make single purchases for commercially available products or services from open market sources, which exceed \$2,500 or for construction, which exceeds \$2,000, except as authorized in 2.5.1, and 2.6.4.

4.3.2.1.2. Personnel not assigned to a contracting office will be limited to not more than \$25,000 in ordering items or services from pre-priced contracts and agreements.

4.3.3. Agency/Organization Program Coordinator:

4.3.3.1. General. This individual is responsible for the operations of the installation's GPC program. The position is also referred to as the GPC Program Manager. Functions include the initiation of GPC accounts; issuing delegations of contracting authority; providing mandatory GPC training and surveillance; and providing business advice to cardholders and approving officials. Additional responsibilities of the A/OPC include the following:

4.3.3.1.1. Acts as the point of contact with the Bank for all GPC issues at the installation.

4.3.3.1.2. Ensures that GPC implementation is coordinated with the servicing FSO.

4.3.3.1.3. Initiates the revocation and suspension of GPC account privileges for individuals (cardholders and approving officials) who violate GPC procedures.

4.3.3.1.4. A/OPCs will review approving official accounts in the bank's electronic access system quarterly to ensure that no cardholder is acting as approving official for his/her own account.

4.3.3.1.5. A/OPCs will, on an annual basis, review purchase card transactions and identify vendors with which frequent or recurring purchases are made, and evaluate purchasing practices with those vendors. Where appropriate, blanket purchase agreements, contracts, or discount pricing agreements should be developed with those vendors. A/OPCs will refer candidates to the chief of base contracting for consideration for developing contracts or other pre-priced agreements.

4.3.3.1.6. A/OPCs shall coordinate with personnel offices to ensure out-processing procedures includes a mandatory check with the A/OPC.

4.3.3.2. Verification of cardholders: The A/OPC shall maintain a current listing or Excel spreadsheet of all cardholders and approving officials under their jurisdiction.

4.3.3.3. Cardholder/Approving Official Training

4.3.3.3.1. The A/OPC is responsible for training all cardholders and approving officials.

4.3.3.3.1.1. The length of the required training sessions shall be established by the A/OPC. However, a minimum of 4 hours is required for those cardholders and approving officials who have not previously completed formal training in small purchases/contracts. The training requirement for cardholders and approving officials trained at a previous duty station may be abbreviated or waived, in writing, as determined by the A/OPC. In addition to the minimum required training, the A/OPC is responsible for providing mandatory refresher training to all cardholders and approving officials on an annual basis. This "continuing education" requirement can be satisfied by holding a classroom session, providing periodic newsletters, accessing web-based training or other suitable vehicles. The A/OPC should document these sessions and, when practicable, compile and retain

a list of attendees. Defense Acquisition University on line GPC training is required for all cardholders and approving officials. The A/OPC shall maintain GPC training records for all cardholders and approving officials.

4.3.3.3.1.2. All trainees must sign a statement of training certifying they have received the initial GPC program training, they understand the training provided, GPC program training materials have been provided or made available, and they understand the penalties associated with misuse of the card. A sample training record is available on the SAF/AQC Homepage (<http://www.safaq.hq.af.mil/contracting/>). Cardholders should keep a copy of the training certificate for future reference.

4.3.3.3.2. Required Training Areas: The training program shall cover the following subject areas:

4.3.3.3.2.1. AFI 64-117, Air Force Government-wide Purchase Card Program.

4.3.3.3.2.2. Cardholder and approving official responsibilities.

4.3.3.3.2.3. The Bank's electronic access system. The Bank provides a web-based training program that covers this system. All cardholders and approving officials must complete the government module of this training before they are issued a GPC. Access to the Bank's electronic access system will be canceled upon reassignment, separation or retirement.

4.3.3.3.2.4. Specific guidance on use of required sources and order of precedence of sources as prescribed in FAR, Part 8, and DFARS, Part 208, e.g., National Industries for the Blind (NIB), National Industries for the Severely Disabled (NISH), Federal Prison Industries (a.k.a. UNICOR), and FSS/GSA schedule requirements. In addition to those mandatory sources listed in FAR Part 8, cardholders should strongly consider using small and small disadvantaged businesses whenever possible.

4.3.3.3.2.5. Funding document maintenance, account certification and billing procedures. The FSO shall provide this training.

4.3.3.3.2.6. Federal, Defense, and Air Force acquisition policies and procedures.

4.3.3.3.2.7. Use of recovered materials (purchase of EPA guideline items - Affirmative Procurement (CE Environmental provides this training)

4.3.3.3.2.8. Hazardous materials. (HMMP Team is responsible for providing this training.)

4.3.3.3.2.9. Competition, best value, and price reasonableness.

4.3.3.3.2.10. Documentation requirements.

4.3.3.3.2.11. Prohibition against splitting requirements.

4.3.3.3.2.12. Equitable distribution of purchases among qualified suppliers.

4.3.3.3.2.13. Construction purchase requirements. (The Civil Engineering Operations flight provides this training as part of the mandatory cardholder training session).

4.3.3.3.2.14. Purchase of non-medical equipment items, allowances standards, and placing equipment items on an organizational account after receipt. (Base Supply provides this training.)

4.3.3.3.2.15. Instructions on use of warranties/extended service agreements.

4.3.3.3.2.16. Information on existing base contracts and agreements, which should be utilized by cardholders.

4.3.3.3.2.17. A/OPCs are encouraged to provide procurement ethics training to all cardholders and approving officials who are not employed in contracting or procurement and who have decision making responsibilities regarding GPC expenditures.

4.3.3.3.2.18. Transportation

4.3.3.3.2.19. Account reconciliation and approval

4.3.3.3.3. Cardholders, and the associated approving official, authorized to order from existing, pre-priced contracts and agreements up to \$25,000 (see paragraph [2.1.2.3](#)) shall be provided auxiliary training on the appropriate use of these contract instruments and the additional requirements associated with using them.

4.3.3.4. Violation of Air Force GPC procedures. If, as a result of findings from a surveillance visit, or by any other means, the A/OPC discovers a cardholder or approving official has violated GPC procedures, the A/OPC shall document the violation and take action to resolve the noncompliance to include, if necessary, retraining of the cardholder or approving official and/or temporarily suspending the cardholder or approving official's GPC privileges. Any determinations to cancel or permanently suspend a cardholder or approving official account shall be made by the contracting squadron commander/chief of the contracting office, in writing, and their findings forwarded to the cardholder's and/or approving official's unit commander. Continual violation of GPC procedures by an individual cardholder or approving officials shall result in termination of GPC privileges. A/OPCs shall verify that all potentially fraudulent and erroneous transactions that have been identified are disputed and properly resolved.

4.3.3.4.1. Evidence of deliberate abuse shall be referred to the cardholder's and/or approving official's unit commander by the contracting squadron commander/chief of the contracting office for appropriate action in accordance with the Uniform Code of Military Justice or civilian disciplinary rules.

4.3.3.4.2. Evidence of fraud or other criminal activity shall be referred, by the contracting squadron commander/chief of the contracting office, to the local detachment of the Air Force Office of Special Investigation.

4.3.3.4.3. The violation and action taken shall be documented in the A/OPC's files.

4.3.3.5. Card Reissue: The Bank will reissue the GPC every 36 months to each active cardholder.

4.3.3.6. GPC Surveillance Requirements:

4.3.3.6.1. Surveillance will be accomplished by the A/OPC on each approving official at least every 12 months (not once per fiscal year). In addition, a random

sample of 25% of cardholders assigned to the approving official shall be reviewed yearly as part of the approving account review. Approving officials shall perform surveillance reviews of 100% of their cardholder accounts at least every 12 months (not once per fiscal year). Convenience check account shall be reviewed by the approving official every quarter. Newly appointed cardholders should be actively reviewed by the approving official during the first three months to ensure they are effectively performing their duties and following all procedures. Results of surveillance reviews, including corrective/disciplinary action taken shall be documented and retained on file.

4.3.3.6.2. In order to standardize the evaluation of the purchase card program results, use of the Surveillance Checklist, including both “Review of Approving Official Accounts” and “Review of Cardholder/Checkwriter Accounts”, is mandatory. The Surveillance Checklist is available on the SAF/AQC Homepage, (<http://www.safaq.hq.af.mil/contracting/>). This checklist can be supplemented at command or local levels. In addition, A/OPCs are encouraged to use the management and report capabilities available via the Bank’s electronic access system to monitor card usage at their installation. A/OPCs should use reports from the Bank’s electronic access system to conduct periodic reviews for potential split purchase transactions, particularly at the end of the fiscal year.

4.3.3.6.3. Reports on surveillance results shall include an assessment of program control including, at a minimum, the ratio of cardholders to employees (this is an installation level statistic), ratio of approving officials to cardholder, ratio of monthly credit limits to actual spending on cardholder accounts, and number of cardholders and approving officials requiring refresher training. Reserve bases may count weekend reservists in their employee count for their bases. Surveillance results shall be maintained on file in the A/OPC office. Copies of surveillance results shall be provided to the approving official’s organizational commander, the approving official, and, if applicable, the cardholder. Purchase card program management and administrative records generated by installation program coordinators and approving officials, such as records of cardholder and approving official appointments and training, cardholder delegations of authority, and purchase card surveillances, shall be retained for 3 years.

4.3.3.6.4. The A/OPC shall track and monitor corrective actions on purchase cards and annual surveillance findings and provide quarterly status reports to their installation Contracting Director/contracting squadron commander.

4.3.3.6.5. Reports on the results of annual surveillance shall be signed by the installation Contracting Director/contracting squadron commander and shall be addressed to unit commanders.

4.3.3.6.6. Reports on surveillance results shall include recommendations for unit commander action where approving officials and cardholders have failed to follow this instruction. The A/OPC will meet with the approving official to discuss each finding of noncompliance.

4.3.3.6.7. Surveillance of GPC purchases made during all contingency/exercise operations will occur within 30 days following the conclusion of the

contingency/exercise deployment of the cardholder or the receipt of the final statement, whichever is later.

4.3.3.6.8. If as a result of surveillance, or any other means, the A/OPC, approving official, or cardholder suspect a GPC account number has been compromised, the cardholder's account shall immediately be cancelled and a new account established. Likewise, if a cardholder is approached by a vendor suggesting any type of illegal or unethical business arrangement, cardholder should immediately report this contact to the A/OPC. The A/OPC shall immediately notify the local OSI.

4.3.3.7. Managing accounts that exceed their available funding will be set to \$1. A written statement from the organizational commander stating that the funds have been made available and an outline of the procedures that have been implemented to ensure a shortage of funds will not occur again is required before the account is restored to its normal limits.

4.3.3.8. Base Closure: Most GPC accounts should be closed before the base is closed. A/OPC shall contact the Bank and arrange for transfer of the paying function to a successor finance office and transfer of the program management responsibilities to an appropriate contracting office. The Air Force Base Closure Agency (AFBCA) should be contacted regarding program management for closing/closed installations. The A/OPC shall contact the MAJCOM Level 3 GPC Program Manager for appropriate Base Closure and AFBCA coordination instructions.

4.3.4. Approving Official:

4.3.4.1. The approving officials are responsible for oversight of all cardholders under their control, ensuring that internal controls are in place so that all cardholder transactions are for valid government requirements, are only made for valid appropriated fund expenditures and comply with the requirements of this AFI. Approving officials are designated as accountable officials as described in [Attachment 2](#). The approving official should normally be in the same chain of command as the cardholder (e.g., unit or squadron) and the level of responsibility inherent in this position suggests that the grade of the approving official needs to be commensurate with that responsibility. A cardholder cannot be his/her own approving official nor can an approving official be a subordinate of a cardholder. An alternate approving official shall also be designated for each approving official account. The approving official has the authority to direct the A/OPC to take action to cancel the GPC for any of his/her cardholders at any time.

4.3.4.1.1. Establishing Dollar Limits: The approving official is responsible for providing GPC dollar limits to the A/OPC for all of their cardholders and to ensure that established limits are not exceeded. The approving official is also responsible for ensuring spending limits are held to the minimum amount necessary to meet mission requirements.

4.3.4.1.2. Each month the approving official accesses accounts to:

4.3.4.1.2.1. Review each cardholder's electronic statement of accounts.

4.3.4.1.2.2. Verify that all transactions are appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance

with this AFI and if so, approve the statement of accounts. Every effort should be made to accomplish this within 5 workdays after the end of the billing cycle, but not later than 15 calendar days after the end of the cycle. Approving official accounts which have not been reconciled and approved within 30 days of the end of a billing cycle shall be temporarily suspended (reduce credit limit to \$1) by the A/OPC, pending approval. The approving official must provide a written statement explaining why the account was not reconciled and signed by their Commander on any accounts not approved within 30 days. This statement must be provided before the A/OPC removes the temporary suspension.

4.3.4.1.2.3. Ensure that sufficient funding is available to pay the charge card statement in full each month. This must be verified before the cycle closes to facilitate the pay and confirm process.

4.3.4.1.2.4. Ensure that spending limits in accounts are held to minimum amounts sufficient to meet mission needs.

4.3.4.1.3. The approving official will maintain all original supporting documentation, in accordance with [4.3.5.4](#), for all accounts when the cardholder has transferred, been reassigned, or retired and the account is closed.

4.3.4.1.4. Prior to 15 days after the end of the billing cycle, the approving official has the capability to log into the Bank's electronic access system and act on behalf of the cardholder. This feature should be used if the cardholder is absent from his/her duty station and cannot log into the system from a remote location to reconcile their transactions. If the cardholder does not reconcile/approve accounts within 15 days after the end of the billing cycle, this becomes an approving official responsibility (the approving official is no longer acting on behalf of the cardholder).

4.3.4.1.5. The approving official shall conduct reviews of 100% of cardholder files at least every 12 months to ensure documentation and reconciliation are being performed properly. Approving officials must also perform surveillance on convenience checking accounts as specified in [3.6.1.5](#) and newly appointed cardholders as specified in [4.3.3.5.1](#). Copies of surveillance results for new cardholders shall be provided to the A/OPC to assist them in providing tailored training for new cardholders.

4.3.4.1.6. Cancellation of GPC accounts:

4.3.4.1.6.1. Forward to the A/OPC, in writing (e-mail acceptable), a request to permanently cancel the account. The request must state that all transactions (charges and/or credits) have cleared the Bank and the card has been destroyed. When possible, cardholder accounts should be cancelled 60 days prior to reassignment or retirement to ensure all monthly statements of account have been reconciled and items purchased have been received.

4.3.4.1.6.2. Notify the servicing FSO for adjustments to the funding document.

4.3.4.1.7. Lost or Stolen Cards: The approving official shall submit a written report (e-mail acceptable) to the A/OPC within five days. The report will include:

4.3.4.1.7.1. The GPC account number, the cardholder's complete name;

4.3.4.1.7.2. The date and location (if known) of the lost/stolen card and the date reported to police;

4.3.4.1.7.3. The date and time Bank was notified;

4.3.4.1.7.4. Any purchase(s) made on the day the GPC was lost or stolen; and

4.3.4.1.7.5. Any other pertaining information.

4.3.4.1.8. A new GPC will be mailed within 24 hours of the reported loss or theft (Monday through Friday). For international card replacement, the Bank will replace lost or stolen cards within 48 hours of the reported loss or theft. If the cardholder finds the original GPC, it shall be cut in half and given to the approving official who will complete the destruction notice and forward it to the A/OPC. The A/OPC will contact the Bank to ensure the account is closed.

4.3.5. Cardholder:

4.3.5.1. General: The GPC bears the cardholder's name and shall only be used by the named cardholder to pay for authorized US Government purchases. The GPC was specially imprinted with the Great Seal of the US and the words "United States of America" to avoid being mistaken for a personal credit card. Cardholders are designated as accountable officials as described in [Attachment 3](#). A cardholder who makes unauthorized purchases, allows others to use the card, or carelessly uses the GPC may be liable to the Government for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. He or she may also be subject to disciplinary action under DoD and USAF directives, regulations, Federal law and the Uniform Code of Military Justice. The Government shall be liable for use of GPCs by authorized cardholders.

4.3.5.2. Conditions for Use: Each cardholder must ensure purchase limits assigned to the card account are not exceeded. The total amount of a single purchase may be comprised of multiple items, but it may not exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit, monthly spending limit, or quarterly spending limit are exceeded. Payment for purchases shall not be split in order to stay within the single purchase limit. Urgency or expenditure of end-of-year funds do not relieve the cardholder or approving official from compliance with the requirements of this AFI. Purchases which would exceed the single purchase limit must be forwarded through the proper channels to the contracting office for procurement.

4.3.5.2.1. Cardholders are prohibited from making repeat buys of the same item to avoid the \$2,500 limitation for purchasing and the \$25,000 limitation for ordering using the GPC. In addition, no purchase from the same vendor may exceed the single purchase limit of \$2,500 even if the individual items comprising the purchase have unit prices that are less than \$2,500. The GPC was implemented to avoid the need for warehousing items and requisitioning items through the Supply system. This "just-in-time" buying philosophy allows organizations the flexibility to buy items when they need them. However, there is no basis in regulation or law to permit cardholders to repetitively purchase an item when the cardholder knows or *should have known* of additional requirements for the same item that would result in an aggregate purchase greater than \$2,500. There is a distinction between buying supplies and services based

on one's own needs known at the time and buying for one's organization based on the known organizational requirement or forecast. The following two examples illustrate the distinction:

4.3.5.2.2. Example 1: On a Monday, a cardholder buys one \$2,400 widget because that is their known requirement. The next day, they learn that someone in their organization needs another identical widget. As long as they made an honest effort to consolidate their organization's requirements when they made the first buy, they have not split the requirement.

4.3.5.2.3. Example 2: A cardholder normally holds all requests until the end of the day/week/ month so they will only have to make one buy. There is a steady, recurring requirement for a particular item. After realizing that their request has exceeded \$2,500, they decide to buy part of their requirement one day and the remainder the next. This constitutes splitting a requirement because it was known or *should have been known* that the requirement exceeded \$2,500. In cases such as these, a formal contract action must be initiated with the contracting office. The key component is the knowledge of the requirement the cardholder possessed at the time of purchase.

4.3.5.2.4. Business advice should be sought from the contracting squadron/office to decide the best strategy for obtaining repetitive buy items and services. If a cardholder thinks their circumstance may be viewed by reviewers as splitting a requirement, they should contact their A/OPC for guidance. The cardholder should document the reason for any buy that may have the appearance of a split requirement.

4.3.5.2.5. All items purchased/ordered should, in most cases, be available by the end of the next billing cycle. The item should be received or the service completed before the item appears on a statement of account. The Bank's electronic access system does allow for approval of and payment for partial shipments. Approving officials have the discretion to authorize partial shipments; however, cardholders must track the remaining items to ensure they are received in a timely manner.

4.3.5.2.6. For all purchases, the cardholder shall inform the merchant that it is for official US Government purposes and, therefore, not subject to state or local sales tax. The card is embossed with "U.S. GOVT TAX EXEMPT" for additional clarification. Each cardholder is responsible for providing the tax-exempt number to the merchant if requested to do so. NOTE: Overseas cardholders are not exempt from paying foreign taxes unless foreign tax agreements so specify. Also, the Federal Government is not exempt from certain federal and state excise taxes or other taxes that the vendor may be required to pay, such as, the New Mexico's Gross Receipts Tax or Arizona's Transaction Privilege Tax.

4.3.5.3. Making GPC purchases:

4.3.5.3.1. General: All acquisition, supply, and finance regulations apply to GPC purchases. Cardholders and approving officials must accomplish the following:

4.3.5.3.1.1. Cardholders must document all GPC transactions in the electronic transaction management log provided by the Bank. Receipts (cash register "tickets," invoices, shipping/ packing documents or receiving reports, or electronic purchase confirmations are acceptable) for each purchase and other

supporting documentation such as special approvals shall be maintained in a separate file and be available for review by the approving official and A/OPC, upon request.

4.3.5.3.1.2. Ensure that funds are available to pay for items being purchased. Only firm-fixed price transactions are authorized.

4.3.5.3.1.3. Ensure supplies or services provided by required (statutory) sources of supply IAW FAR Part 8 (FPI, Javits-Wagner-O'Day Program as implemented by NIB/NISH, etc) are purchased/ordered from these sources.

4.3.5.3.1.4. Ensure the vendor is responsible for delivery to the location cardholder identifies when ordering (referred to as "free on board" (f.o.b.) destination). The vendor may separately identify shipping charges on an invoice but these costs will be included in the single transaction when the purchase is made.

4.3.5.3.1.5. Rotate Sources. Whenever practical, solicit suppliers in addition to the previous vendor before placing repeat orders.

4.3.5.3.1.6. Ensure that a reasonable price is obtained. Comparing prices offered by other vendors for the same or similar item or service is the preferred method to determine prices as being fair and reasonable. If suppliers furnish standing price quotations or catalog prices on a recurring basis, obtaining competition on individual purchases is not necessary, but the prices should be periodically confirmed as current. When determining the number of sources to solicit, consider the nature of the item or service to be purchased and whether it is highly competitive; information from recent purchases of the same or similar items or services; the urgency of the purchase; the dollar value of the purchase; and past experience concerning dealer prices. A special effort should be made to solicit small and small disadvantaged businesses as a source for supplies and services whenever practicable.

4.3.5.3.1.7. Cardholders must comply with the Affirmative Procurement Program. Items listed in the EPA's Comprehensive Procurement Guidelines must contain the recommended recycled or recovered material content unless one of the exceptions is applicable. See [2.10.2](#). Questions on the EPA Comprehensive Procurement Guidelines should be addressed to the contracting office/squadron.

4.3.5.3.2. Open-market transactions:

4.3.5.3.2.1. Verify that the dollar amount is correct and that no sales tax has been included.

4.3.5.3.2.2. For "over-the-counter purchase" sign the sales draft and retain a copy for record purposes. Cardholder shall document all over-the-counter purchases in the transaction management log.

4.3.5.3.3. Mail or telephone order purchases: When placing a telephone order to be paid using the GPC, the cardholder shall:

4.3.5.3.3.1. Notify the vendor that the purchase is tax-exempt. Provide the tax-exempt number to the merchant if requested.

4.3.5.3.3.2. Confirm the vendor agrees to charge the GPC when shipment is made so that receipt of the supplies may be certified on the Statement of Accounts for that billing cycle.

4.3.5.3.3.3. Instruct the vendor to include the following information on the shipping document or packing slip to alert the receiving offices and requisitioning office that the supplies have been purchased with the GPC.

4.3.5.3.3.3.1. Cardholder name and correspondence symbol;

4.3.5.3.3.3.2. Building number, room number, street address, city and state;

4.3.5.3.3.3.3. Cardholder telephone number; and

4.3.5.3.3.3.4. The term "Government-wide Purchase Card."

4.3.5.3.3.4. Cardholder shall document purchases in the transaction management log when the order is placed.

4.3.5.3.4. Internet Purchases. Internet purchases must be limited to those web sites that provide secure transaction safeguards. Purchases made via the Internet must comply with the requirements of 4.3.5.3.3 to the maximum extent practicable, subject to the limitations of the web site.

4.3.5.3.5. Manufacturer/Retailer Rebates: Cardholders should take advantage of any rebates offered. Manufacturer/retailer rebates shall be made payable or endorsed to the USAF. All rebates in the form of checks or cash should be forwarded to the FSO. Rebates will be processed as an appropriation refund to the approving official's organization and should be credited to the applicable funding document.

4.3.5.4. The cardholder shall obtain independent verification of receipt of all items purchased using the GPC valued in excess of \$500.00, as well as all items considered to be sensitive or pilferable regardless of dollar value. Receipt must be documented by indicating "received", the date, and the signature of the person verifying receipt on the vendor receipt, sales receipt, shipping document, credit card receipt, or equivalent document. The individual verifying receipt may be the cardholder's approving official, supervisor, or other designated individual, as appropriate. The cardholder shall notify the property custodian of all purchase of accountable property, including pilferable items upon receipt of the item.

4.3.5.5. Documentation and Retention: The following documentation shall be maintained:

4.3.5.5.1. Documents received and/or generated by the cardholder to support transactions shall be retained for three years after final payment. Data residing in the Bank's electronic access system is maintained by the Bank for six years and three months. Reports may be retrieved from the Bank's electronic access system for up to the previous two years. Reports covering data for periods beyond the previous two years are available from the Bank upon request. (AFMAN 37-139)

4.3.5.5.2. On-line certification of invoices and online approval of statements are processed using electronic signature via the Bank's electronic access system. The

Bank will maintain electronic signature and invoice data for six years and three months for documentation purposes (AFMAN 37-139).

4.3.5.5.3. Documents generated by the A/OPC supporting cardholders and approving officials, destroy three years after card is canceled. Letters of appointment, training records and letter delegating purchasing authority, retain until three years after the account is closed. (AFMAN 37-139).

4.3.5.5.4. Any record pertinent to a dispute, investigation or similar matter must be destroyed six months after final clearance or settlement (including time allotted for appeals) destroy after the retention period specified for credit cards under Rule 26, whichever is later (AFMAN 37-139, Table 64-4, Rules 26 and 26.2).

4.3.5.5.5. All purchase card program management and administrative records generated by A/OPCs and approving officials, such as records of cardholder and approving official appointments and training, cardholder delegations of authority, and purchase card surveillances, shall be retained for three years.

4.3.5.6. Reconciliation and Payment Procedures: Each month the cardholder must reconcile the statement of account (SOA) via the Bank's electronic access system. Cardholders must reconcile transactions and approve their electronic statement of accounts within three workdays of the end of the billing cycle. Approving officials must review and approve the cardholder's statement of accounts via the Bank's electronic access system not later than fifteen days after the end of the billing cycle. Cardholders are encouraged to reconcile transactions periodically during the billing cycle, as they are posted, to expedite this process. When the cardholder is transferred, reassigned, retires, all original supporting documentation (receipts, approvals, etc) will be provided to the approving official.

4.3.5.6. (482FW) All Government Purchasing Card Cardholders are required to reconcile the purchases on their cards monthly. As such, all Billing Officials, Cardholders and Resource Advisors (Accountable Officials) must reconcile their statements each month with the AF Form 4009, *Government Purchase Card Fund Cite Authorization*, and funding targets in the accounting system to ensure sufficient funds are available to pay their current statement, pending charges from previous purchases, and any anticipated purchases for next billing cycle. No purchases above the amount on the AF Form 4009 will ever be made.

4.3.5.6.1. Review and reconcile all transactions on the statement of accounts. The cardholder shall take note of any purchases billed that have not yet been received and any items that have been received but not yet billed. If either of these conditions exist, the cardholder shall take appropriate follow-up action.

4.3.5.6.1. (482FW) Immediately after the July billing cycle each year, the Accountable Officials must meet with FM to reconcile their cards. GPCs determined to be non-mission essential will be closed and the officials will sign a certification statement that they have reconciled and reserved sufficient funds on their cards to cover all fiscal year expenses. GPCs determined to be mission essential will remain open with sufficient funds to cover anticipated purchases for the remainder of the fiscal year. After the last billing cycle, the mission-essential GPC officials will again

reconcile the card with FM and at that time sign a certification statement that they have reconciled and reserved sufficient funds on their cards to meet all fiscal year.

4.3.5.6.2. Retain in the file a copy of original supporting documentation as indicated in paragraph 4.3.5.4.1..

4.3.5.7. Resolving Problems with the SOA. Cardholders should try resolving problems directly with the vendor. In most cases, cardholders will be able to resolve problems by contacting the vendor. If problems cannot be resolved with the vendor, the cardholder must dispute the item on their statement of accounts via the Bank's electronic access system. Disputes must be filed within 60 days from the end of the billing cycle in which the charges were posted.

4.3.5.7.1. If the dispute charge involves sales tax or transportation costs charged erroneously by the merchant, the amount of the tax or erroneous transportation costs cannot be disputed through Visa Chargeback Regulations. Cardholder shall make every effort to obtain a credit for the amount of the tax or transportation costs from the merchant. If a credit is not obtained, ordering agencies must pay the tax or transportation costs. The cardholder should document the file accordingly. The cardholder should request assistance from the A/OPC if he/she is unsuccessful in recovering the taxes paid from the merchant.

4.3.5.7.2. If items purchased with the card are found to be defective, the cardholder shall obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, the cardholder will consider the item in dispute. Items in dispute are handled in the same manner as billing errors. Credited amounts may not be added back to the funding document or reused by the cardholder without coordination from the FSO.

4.3.5.8. Leave or Travel: If the cardholder will be on leave or TDY for an extended period he/she must notify the approving official prior to departure and provide whatever information the approving official deems necessary to act on the cardholder's behalf. In the cardholder's absence, the approving official must, within 15 days after the end of the billing cycle, log into the bank's electronic access system acting on behalf of the cardholder and reconcile all valid transactions. The approving official will then access the Bank's electronic access system as usual and approve all valid transactions. Note: If the cardholder has access to the Internet, he/she can reconcile transactions from TDY locations and every attempt should be made to do so.

4.3.5.9. Cancellation of GPC account: Upon reassignment, separation, retirement, etc., a cardholder shall surrender the GPC to the approving official at least 30 days prior to departure. In addition, the cardholder will provide to the approving official a record of all outstanding purchases that have yet to be received or billed to their GPC account or credits due and their forwarding address and phone number. If there are no pending charges, the cardholder shall provide a memo stating there are no outstanding purchases chargeable to the account or credits due. The approving official will send e-mail to the A/OPC stating all transactions (charges/credits) have cleared the Bank, the GPC has been destroyed and request cancellation. The A/OPC will cancel the account via the Bank's electronic access system. At the discretion of the A/OPC, close-out surveillance may be required prior to cancellation of accounts.

4.3.5.10. Security: The cardholder will safeguard the GPC and account number at all times. When the GPC is not being used, it shall either be carried on the cardholder's person (in wallet or purse) or secured in a locked container. A cardholder shall not allow anyone to use his/her account number. If a GPC is lost or stolen, the cardholder must notify their approving official and the Bank immediately. See procedures at [4.3.4.1.7](#) for Lost and Stolen cards.

4.3.6. Financial Services Offices (FSO).

4.3.6.1. General. The FSO is responsible for providing training and advice to cardholders and approving officials on financial issues, account reconciliation and confirmation, certification procedures, and the appropriate use of funds. The FSO is also responsible for providing a certified funding document for each account established and certification of payment invoices. The FSO also serves as the liaison between the installation and the paying office.

4.3.6.2. Funding document (See [Attachment 3](#)): The Government Purchase Card Fund Cite Authorization Document, AF Form 4009, is to be used to designate the accounting classification to be charged at the time of payment for all purchases made by cardholders assigned to the respective account. A funding document with \$1.00 may be established in order to designate a Master Account Code for Contingency Contracting Officers who will be purchasing in support of contingencies or exercises.

4.3.6.2.1. The AF Form 4009 is used as a funding document and to record commitments into the Integrated Accounts Payable System (IAPS). Commitments are not posted directly to the General Accounting and Finance System (GAFS). The AF Form 4009 is also used to generate the default line of accounting for each managing account number. The FSO is required to input quarterly limits equal to the amount of the AF Form 4009 in the first quarter. At the beginning of the second, third, and fourth quarters, the FSO may leave the same quarterly limit or increase the amount for that quarter by the residual balance of the previous quarter. The managing account number, also referred to as the approving official account number, consists of 16 digits. The master account number block of the AF Form 4009 must include the full 16 digit managing account number. The AF Form 4009 document number consists of the last 12 digits of the managing account number plus a 2 digit fiscal year designator, a total of 14 digits. Example: If the managing account number is 4716 3045 1234 5678 and the fiscal year is 05; then the document number on the AF Form 4009 would be 30451234567805.

4.3.6.2.2. Commitments are not loaded in IAPS for Stock Fund Accounts such as Medical and Dental Accounts (Fund Code 6B) or for Centrally Managed Accounts such as the Military Personnel Account (Fund Code 32) as non-addressable entries. The AF Form 4009 should be prepared and entered with an XPSR/XDSR address to control the quarterly spending limit. Fund certification is not required. The Managing Account Number, full line of accounting and Stock Record Account Number (SRAN) for Stock Fund accounts are required to be provided to the DFAS OPLOC point of contact to allow the contract to be established manually.

4.3.6.2.3. The funding shall be issued on a quarterly basis. In most cases, the AF Form 4009 expiration date is annual (1 October through 30 September). Any other expiration date should be coordinated with the A/OPC and Financial Analysis Office.

4.3.6.2.4. The FSO will also provide training on all financial management issues.

4.3.6.2.5. Limit fund cites to the funds supporting the operation of the organization to which the funding document is issued. Funding documents may not be issued that would result in “cross disbursements” or “for others.”

4.3.6.2.5.1. If O&M funds are used, use the predominant Element of Expense/Investment Code (EEIC) that applies to the majority of the purchases to be made on the account. If there is no predominant EEIC, use 61950. (Not applicable to accounting classifications not requiring an EEIC.) Authorized medical logistics personnel will use Medical Dental Division (MDD) fund cites and process purchases through the current medical logistics Accounting Information System (AIS) to appropriately expense issues to O&M funded activities.

4.3.6.2.6. The FSO must certify funds availability on the funding document. The funding certification is a qualified certification. The certification is accomplished at the time the funding document is issued and it does not have to be re-certified each quarter. If funds are not available, notify the approving official that purchases cannot be made on the account until notification is received that funds are available. The FSO must notify the A/OPC of any account that lacks sufficient funds to cover its purchases.

4.3.6.2.7. Recording commitments. The posting of the commitment amount is in IAPS. IAPS then records the commitment amount in GAPS. Basically, the commitment is entered into IAPS, recorded in IAPS and the IAPS interface with GAFS records the commitment in GAFS. At the beginning of the second, third, and fourth quarter, increase the existing amount by the quarterly commitment amount shown on the funding document, as applicable. See the payment office procedures in paragraph 4.4 below for de-commitment and obligation recording.

4.3.6.2.8. Centrally Managed Allotment (CMAs). Funding documents are required for cards that make purchases that are paid from CMAs such as subsistence-in-kind (SIK) purchases from the commissary. The FSO will establish a management account number for these funding documents and verify that the cite is correct. No fund certification is required.

4.3.6.3. Fiscal Year End Close-out Procedures:

4.3.6.3.1. Introduction.

4.3.6.3.1.1. The following procedures apply to all Air Force automated Government Purchase Card accounts. American Standards Committee (ASC) X-12 electronic data interchange (EDI) transactions are utilized to pass financial data from the bank to the Defense Finance and Accounting Service (DFAS). EDI transactions are transmitted to the Defense Electronic Business Exchange (DEBX) where they translated into user defined format (UDF) files that are then

routed to the Integrated Accounts Payable System (IAPS) for processing. Current ASC X-12 EDI transactions are:

4.3.6.3.1.1.1. ASC X-12 821 Financial Data transactions are used to record an obligation and/or an accrued expenditure unpaid (AEU) balances in accounting records for each master account number.

4.3.6.3.1.1.2. ASC X-12 810 Certified Invoice transaction used to liquidate AEU balances and to record disbursements for the certified amount for each master account.

4.3.6.3.1.1.3. These procedures are provided to assist with understanding the IAPS functionality developed to support fiscal year closeout and roll over of the GPC accounts.

4.3.6.3.2. September Cycle.

4.3.6.3.2.1. The following applies to all 821 transactions received and processed in IAPS beginning with the September cycle. An AEU balance will be recorded in the accounting system rather than an obligation (UOO) balance. The September cycle close date is September 25 for active Air Force accounts. NOTE: Requirement to record AEU balances does not apply to Medical Dental Working Capital Fund (WCF) (Fund Code 6B) accounts. Accruals for Medical dental accounts are recorded based on actual receipts processed through the Medical Logistics system.

4.3.6.3.2.2. Other than the change for recording AEU balances the September cycle will be processed as usual. Every effort must be taken to ensure all 821 transactions have successfully processed prior to September 29. This is to ensure that all expenses are accounted for in the fiscal year in which they accrue.

4.3.6.3.3. Closeout and Rollover of GPC Accounts.

4.3.6.3.3.1. A new IAPS fiscal yearend program (NTQYG0) should be executed on September 29. This program will be used to close out the commitment balance on all GPC accounts loaded in IAPS. Residual commitment balance of \$1 dollar or more will be used to fund a yearend computer generated Miscellaneous Obligation Reimbursement Document (MORD) that will be retained to fund unbilled balances for those accounts. IAPS will also create a one-time contract record for each MORD generated. The MORD/Contract number will be the same as the Purchase Request number used to fund the MORD. (NOTE: Purchase Request Numbers are equal to the last twelve positions of the master account number followed by a two-position fiscal year. Example: 30455512345602)

4.3.6.3.3.2. A MORD will not be generated for any commitment record with a balance of less than \$1. To ensure a MORD is generated and is available to pay subsequent bills every Approving Official (AO) and Financial Service Office (FSO) must ensure that a commitment amount is recorded in IAPS and is sufficient enough to cover unbilled charges. A MORD will not be created for Medical Dental Working Capital Fund (WCF) (Fund Code 6B) accounts and any unbilled charges will be charged against the Master Contract Record for the

account at the time of billing.

4.3.6.3.3.3. A two-part report will be generated for each IAPS Site ID and will provide the results of the closeout program. Part 1 will be a Reconciliation Error List that shows all account numbers and reasons why a MORD was not generated. Part 2 is the Converted Purchase Request To MORD List that provides the account numbers for which a MORD was generated and the balance that was transferred to the MORD. All balances transferred to the MORD are de-committed and the MORD balance is recorded as an AEU balance in the applicable accounting system.

4.3.6.3.3.4. Once all applicable balances have been transferred to a MORD contract, IAPS will de-commit all remaining balance in all prior year Purchase Request records and will establish new advance planning Purchase Request records for the new fiscal year. When funds are available in the new fiscal year FSO personnel will use the PR Maintenance function in IAPS to load new year funds as a commitment.

4.3.6.3.4. Month 13 Billing Cycle.

4.3.6.3.4.1. On or about October 3 the bank will generate a special fiscal yearend bill referred to as Month 13. The Month 13 cycle close date will be October 2 and will include charges for all purchases received and posted by the bank between the September cycle close date and the Month 13 cycle close date. The bank system is designed to generate bills based on the Post Date of the transaction. For that reason, and to allow for a normal processing time of two days between Purchase Date and Post Date at the bank, all transactions with a Post Date of October 2, or earlier will be included in the Month 13 billing cycle. If a transaction is erroneously charged to the prior fiscal year, the Approving Official may provide receipts or other dated evidence that supports processing of a SF 1081 to transfer the charge to current year. Screen prints of the bank Purchase Log are also considered acceptable evidence to support the transfer if it shows that the purchase date was in a different fiscal year than was actually charged.

4.3.6.3.4.2. Normal EDI transactions (821s) will be generated by the bank for the Month 13 cycle and will flow to the Defense Electronic Business Exchange (DEBX) the night of October 3, and subsequently to IAPS for processing. Normal IAPS processing of the Month 13 cycle applies except that the yearend MORD will be used to fund the billed amount. The amount recorded on the MORD was previously recorded as an AEU balance so no accounting entry will be made at time of processing of the 821s.

4.3.6.3.4.3. The FSO will certify the Month 13 cycle the same as all other monthly cycles and their certification of the Month 13 Summary Invoice will result in the 810 transactions flowing to DFAS for payment processing. At time of processing of the 810 transactions, the available balance recorded on the MORD will be reduced by the amount of the certified invoice. Accounting transactions will be processed in the applicable accounting system to reduce the AEU balance and record the disbursement. Any residual AEU balance will be reduced to zero in IAPS and the MORD will be deleted out of IAPS. The residual balance and the

MORD will be left recorded in the accounting system with the residual AEU balance. AEU balances left recorded in the accounting system are available for future charges resulting from processing of a SF 1081, Schedule of Voucher Correction to transfer purchases charged to current year funds that should have been charged to prior year funds. FSO personnel must ensure that all available balances are liquidated or re-validated not later than six months into the new fiscal year.

4.3.6.3.5. Updating Lines of Accounting.

4.3.6.3.5.1. The bank will automatically update all appropriations in all IAPS/GAFS Parent and Child Rule Sets to reflect new fiscal year values. The following rules will apply to the update of all applicable appropriations.

4.3.6.3.5.1.1. Rule 1– Where current fiscal year (example 2002) appears in positions 7 through 10 of the appropriation value the increment position 6 and position 10 by 1 and replace values in those positions.

4.3.6.3.5.1.2. Rule 2 – Delete all appropriations for Parent Rule Sets that have a fiscal year less than current fiscal year (example 2002) in positions 7 through 10.

4.3.6.4. Certification of the Invoice for Payment. GPC invoices will be paid using “Pay and Confirm” procedures. The FSO will designate a certifying officer to certify the monthly installation invoices for payment prior to receipt of the confirmation statements from the approving officials. (For detailed certifying officer procedures, see [Attachment 2.](#))

4.3.6.4.1. The FSO is the office designated to receive the invoice for the GPC program. Upon receipt of the official invoice, the FSO will verify the amount remaining on each funding document is sufficient to cover the total amount of the invoice. The available balance may be recorded as an obligation on a call placed against the funding document, or may be recorded as a commitment as part of the quarterly commitment amount. An increase to the commitment or call obligation amount must be posted if sufficient funds are not available on the funding document.

4.3.6.4.2. If the Managing Account Number is not shown in the accounting code line on the invoice, the FSO will annotate the applicable funding document numbers for each account on the invoice and certify the invoice for payment on a “pay and confirm” basis. The FSO will contact the A/OPC to update the approving officials account setup information.

4.3.6.4.3. The FSO will not reconcile approving official certified SOAs with invoices paid prior to certifying the invoice for payment.

4.3.6.4.4. Cardholders and approving officials will verify the statements and resolve any irregularities through the dispute process. Disputes will be resolved between the cardholder and the vendor to the maximum extent possible. If the dispute cannot be resolved with the vendor, follow the process described in [4.3.5.7.](#)

4.3.6.5. Cancellation of Approving Official and/or Cardholder Accounts:

4.3.6.5.1. Upon reassignment, separation, or retirement, the approving official must turn in his/her funding document to the FSO. If a new approving official is being assigned, a replacement funding document should be issued to the new approving official. The replacement funding document may be assigned the same Management Account Number if the fund cite remains the same and the new approving official agrees to assume responsibility for the pre-existing funding document. All cardholder accounts remain active under the new approving official and those cardholders will continue to be able to make purchases.

4.3.6.5.1.1. If the new funding document is issued with a different Management Account Number, and the fund site remains the same, the cardholder's account setup information must be updated with the new Management Account Number. After updating the Management Account Number, all cardholder's accounts will remain active under the new approving official.

4.3.6.5.1.2. If a new funding document with a different fund cite is issued to a new approving official, all cardholders assigned must establish new accounts with the new Management Account Number. The departing approving official must close and reconcile their account with the FSO. All cardholders assigned to the old account must turn in their cards.

4.3.6.5.2. Upon reassignment, separation, or retirement, the cardholder must surrender his/her card(s). The approving official shall request the FSO to adjust funds authorized on the funding document, if necessary. Normally, if another cardholder is assigned to replace the previous cardholder, an adjustment should not be necessary.

4.3.6.6. Cost Reallocation Procedures

4.3.6.6.1. Reallocation of Expenses.

4.3.6.6.1.1. The Air Force version of GPC provides the capability to reallocate expenses within the same appropriation. This capability is also referred to as Cost Transfer and the ASC X12 transaction used to process reallocations is the ASC X12 – 821-CT (Cost Transfer). All purchases initially received and posted to a cardholder account at the bank are assigned the default line of accounting current for the account at the time of posting. The default line of accounting is the same line of accounting that is current on the AF Form 4009, *Government Purchase Card Fund Cite Authorization*. The default line of accounting is also the lines of accounting loaded in IAPS for processing of all 821 and 810 transactions received in monthly billing cycles.

4.3.6.6.1.2. The FSO may pre-authorize any Approving Official and Cardholder to reallocate expenses to a different line of accounting so long as the new line of accounting cites the same appropriation. The different line of accounting is referred to as an alternate line of accounting (alternate LOAs). Alternate lines of accounting are established by the FSO and are assigned names to allow cardholders or approving officials to more quickly identify the appropriate alternate LOA for transfer of the charges. Example, an alternate LOA may be named "TRAINING" or it may be named "PRINTING". The name should also include other identifying information such as RC/CC or DODAAC to make

maintenance easier. The fiscal year should not be included in the name since the Bank will automatically convert the fiscal year in all alternate LOAs.

4.3.6.6.1.3. Approving Officials or Cardholders authorized to use the reallocation function in the bank system may enter their request to reallocate a charge at any time after the purchase has been posted in the bank system by the merchant. Re-allocations request may be made based on a percentage of the purchase amount or based on any portion of the total amount. However, all reallocation must zero balance. This means that any amount removed from the default line of accounting must be reallocated to another or multiple LOAs if authorized. Reallocations can only be made to ALOAs that have been previously authorized by the FSO.

4.3.6.6.1.4. Even though a purchase has been re-allocated, the original default line of accounting will be charged on the monthly billing cycle. If the monthly amount to be billed on the master account is a positive amount and greater than zero, the re-allocation request will be honored and an 821-CT transaction will be generated by the bank system at the close of the next billing cycle. Example: A reallocation request for a purchase billed in March cycle invoice (810) will result in an 821-CT flowing to the applicable DFAS accounting system on the close date of the April cycle. This allows the initial expense recorded by the 810 transactions and the re-allocation recorded by the 821-CT to be processed in the same accounting month.

4.3.6.6.1.5. In no case may an alternate line of accounting be assigned to a cardholder or approving official that has a different appropriation in the alternate line than is in their default line of accounting. This is required because reallocation transactions are Journal Voucher entries that are posted directly to the accounting system. Alternate lines of accounting must also have the same fiscal year in the appropriation and reallocation of expenses between fiscal years is not authorized. If a purchase is initially charged to the wrong fiscal year, it must be transferred to the correct year by use of a SF 1081, *Schedule of Voucher Correction*.

4.3.6.6.1.6. Reallocations entered in the bank system between the close of the August cycle and the start date of the first cycle of each fiscal year will not be processed. This is necessary to ensure all re-allocation are processed with the same fiscal in the alternate line and in the default line of accounting. Example: The August 2002 cycle ends on August 25, 2002 for all Air Force accounts. A transaction posted at US Bank between those dates and October 3, 2002 may not be re-allocated. This is necessary because re-allocations of purchases posted after the August 25 cycle close dates will not be billed until the September cycle. The Cost-Transfer transactions would not flow until the close of the October cycle and that would result in a transfer between fiscal years.

4.3.7. GPC Rebates: During the year, the Bank provides rebates, in the form of credits to the billing accounts, based on sales and prompt payment. These rebates will be returned to the approving official and cardholder accounts and shall be processed as an appropriation refund. Rebates attributable to accounts closed during the rebate cycle will be returned to the servicing FSO for appropriate redistribution.

4.3.8. Logistics Readiness Squadron Commander (LRSC)/Chief of Supply (COS): The LRSC/COS is encouraged to delete stock levels of commercial items but use discretion to accommodate local circumstances. The LRSC/COS informs base activities which types of categories of commercial items will no longer be stocked to enable the base activities to procure the items through commercial sources. For installations that use Logistics Management Control Activities (LMCAs), cardholders may contact LMCA instead of the LRSC/COS and the LMCA has the responsibility assigned to the LRSC/COS above.

4.4. DFAS Processing. The DFAS Site supporting the activity for accounting and vendor payments will be responsible for receipt and processing of all ASC X12 821 (obligation/Accrual) transactions and ASC X12 810 (Certified Invoices). The 821 transactions are generated by the Bank on the first business day following the close of the monthly cycle. The cycle close date for the active Air Force is the 25th of each month or the last business day prior to the 25th if the 25th falls on a weekend or holiday. The cycle close date for the Air National Guard (ANG) is the 23rd or the last business day prior to the 23rd if the 23rd falls on a weekend or holiday.

4.4.1. Processing 821 Transactions. The 821 transactions will automatically be processed in the first IAPS update following receipt of the 821 transactions. Results of processing the 821 will appear on the TQ-157 Report. The Accounts Payable area of the supporting DFAS Vendor Pay office will be responsible for correcting any rejects of 821 transactions for the active Air Force sites. The ANG site will be responsible for correcting and processing of any rejected 821 transactions for their ANG site. Processing of 821 transactions will result in recording of an obligation for the full amount of purchases for the cycle and the commitment balance recorded in IAPS will be de-committed if applicable for the amount of the recorded obligation. Note: The 821 transactions will result in recording of an accrued expenditure unpaid (AEU) balance for the total amount of the 821.

4.4.2. Processing 810 Transactions. After verifying that all 821 transactions have successfully processed in IAPS, a certifying official assigned to the FSO or ANG site will certify their consolidated invoice. Certification of the consolidated invoice results in the release of the 810 Certified Invoice transactions. The 810 transactions will be processed in first IAPS update after receipt. The 810 transactions are matched to the 821 transactions and the accrual is liquidated. The payment of 810 transactions is processed following "Pay & Confirm" procedures. As a result the payment is scheduled on the earliest available payment date. The receipt confirmation is accomplished by the approving official approving their account.

4.5. The Bank Card System. The following highlights the Bank's functions and responsibilities:

4.5.1. Training: The Bank will provide training via their Internet-based training site.

4.5.2. Card Distribution: The Bank will mail the GPC to the cardholder or designated distribution point within 24 hours of receipt of the electronic request.

4.5.3. Replacement of Lost or Stolen Cards: The Bank will replace lost or stolen cards within 24 hours after the loss is reported to the Bank (Monday through Friday). For international card replacement, the Bank will replace lost or stolen cards within 48 hours.

4.5.4. Card Reissue. The Bank will reissue GPCs every 24 months to each cardholder. The Bank will send to each A/OPC a card reissue report that lists each card scheduled for renewal at least 3 months prior to the expiration date of each GPC.

4.5.5. Standard and ad hoc reports are available through queries of the Bank's electronic access system.

4.5.6. Foreign Draft Service. This service allows account holders the ability to issue drafts in foreign currency at locations where charge cards are not accepted.

4.5.7. Customer Service: The Bank will provide dedicated customer service and billing adjustment personnel support to both domestic and international cardholders 24 hours per day, 365 days a year. These services include, at a minimum, transaction authorization and verification, reporting of lost or stolen cards, and cardholder account inquiries.

Chapter 5

FORMS

5.1. Forms Prescribed. Air Force Form 4009, *Government Purchase Card Fund Cite Authorization*, is prescribed for the GPC Program.

5.2. Forms Adopted. The following forms are adopted: DD Form 350, *Individual Contracting Action Report*, AF Form 332, *Base Civil Engineer Work Request*, DD 1556, *Request, Authorization, Agreement, Certification of Training and Reimbursement*, AF Form 9, *Request for Purchase*, AF Form 1227, *Authority for Tuition Assistance - Education Services Program*, TD Form 1099 MISC, *Statement for Recipients of Miscellaneous Income*, SF 1081, *Schedule of Voucher Correction*.

MICHAEL E. WYNNE
Secretary of the Air Force

(482FW)

DONALD R. LINDBERG, Colonel, USAFR
Commander, 482d Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-123

AFPD 37-1

AFPD 64-1

Abbreviations and Acronyms

A/OPC—Agency/Organization Program Coordinator

AFMETCAL—Air Force Metrology and Calibration Program

AFOSH—Air Force Occupational Safety & Health

AFSVA—Air Force Services Agency

APOE—Aerial Port of Embarkation

ATCMD—Advance transportation control and movement document

COS—Chief of supply

CSRD—Communication system requirements document

DAPS—Defense Automated Printing Service

DFAS—Defense Finance and Accounting Service

DMAG—Depot Maintenance Activity Group

DTS—Defense Transportation System

EEIC—Element of Expense/Investment Code

EFT—Electronic Funds Transfer

EPA—Environmental Protection Agency

ESP—Emergency and Special Program Code

FAMS—Fuels Automated Management System

FAR—Federal Acquisition Regulation

FOA—Field Operating Agency

FOB—Free on Board

FSO—Financial Services Office

FSS—Federal Supply Schedule

FPI—Federal Prison Industries

FTS—Federal Telecommunications System; Federal telephone service

GPC—Government Purchase Card

GSA—General Services Administration
GSD—General Support Division
HCA—Head of Contracting Activity
IAPS—Integrated Accounts Payable System
IMM—Integrated Materiel Management
LMCA—Logistic Materiel Control Activity
LRSC—Logistics Readiness Squadron Commander
MEDLOG—Medical Logistics Computer System
MDD—Medical Dental Division
MICAP—Mission Capable
MILSTRIP—Military Standard Requisitioning & Issue Procedures
MORD—Miscellaneous Obligation Reimbursement Document
MSC—Military Sealift Command
MWR—Morale, Welfare, and Recreation
NIB—National Industries for the Blind
NISH—National Industries for the Severely Disabled
MOMEDLOG—Mobile Medical Logistics Computer System
OPLOC—Operating Location (DFAS)
RAFO—Regional Accounting and Finance Office
RSD—Reparable Support Division
RMAN—Recovered Material Advisory Notice
SBSS—Standard Base Supply System
SOA—Statement of Account
SPOE—Seaport of Embarkation
TCMD—Transportation Control and Movement Document
TMDE—Test Measurement and Diagnostics Equipment
TMO—Traffic Management Office
VA—Veterans Administration
VRU—Voice Response Unit

Terms

Activity Type Codes—Codes developed and customized for each organization during the authorization process that alert the Bank to purchases that should be prohibited. The activity type codes are also encrypted on the magnetic strip of the card.

Air Force Working Capital Fund Medical Dental Division (MDD)—Non-apportioned division of the AF Working Capital Fund used to manage medical supply and equipment and purchases.

Approving Official (AO)—The official appointed in writing by the organizational commander who is responsible for the oversight of one or more cardholders. Must review and approve each cardholder's monthly reconciliation of the Statement of Account (SOA).

Base Medical Logistics Officer—Officer appointed by the Director of Base Medical Services to account for and manage medical material and equipment purchases.

Billing Cycle—The period of time, usually 30 days, in which all accumulated merchant charges or any credits are posted by the Bank to the cardholders' accounts. The billing cycle period for the Air Force is usually from the 26th of each month to the 25th of the following month.

Chief of Supply (COS)—The COS is the installation supply accountable officer.

Communications and Information Officer—The individual in the Communications Squadron who works with the user to devise, implement and approve the technical solution to meet their communications and information requirements.

Communications and Information System—An integrated combination of doctrine, procedures, organizational structures, personnel, equipment, facilities and communications designed to support a commander's exercise of command and control through all operational phases. It includes base visual information systems equipment.

Defense Supply Center-Philadelphia—Department of Defense agency with the responsibility for managing medical material and equipment for the Department of Defense. DSCP negotiates numerous contracts and decentralized blanket purchase agreements designed to employ industry standard "group buying" concepts that achieve "lowest delivered cost" for DoD medical facilities.

Electronic Funds Transfer (EFT)—A process used to transfer payments of funds electronically. EFT is faster, more secure method of transferring funds versus using checks.

EPA Guideline Item—It is an item that is or can be made with recovered materials which is listed by the EPA in procurement guidelines and for which EPA has provided purchasing recommendations in a related Recovered Material Advisory Notice (RMAN).

Financial Services Office (FSO)—The Air Force Financial Services Office (office symbol usually is FMF) that provides direct customer service to an assigned organization and acts as the liaison among wing, and tenant organizations, and the Defense Finance and Accounting Services Operating Location (OPLOC).

Head of the Contracting Activity (HCA)—The person designated in the Air Force FAR Supplement 5301.601-91 (or authorized designee).

Agency/Organization Program Coordinator (A/OPC)—Designated servicing contracting office (SCO) employee responsible for managing the installation's GPC program including establishment, training, and surveillance.

Merchant Account Type (MAT) Code—The Bank categorizes each merchant according to the type of business in which the merchant is engaged, and the kinds of goods and services provided. The Bank then assigns each merchant a corresponding merchant type code. These codes are used

as an authorized activity type code on an individual's card to flag those merchants that are not authorized for that cardholder. The codes assigned to cardholders shall be tailored to reflect their duties and the mission of their organization. The merchant type codes are encrypted on the magnetic strip of the card.

Pilferable Items—Items that have a ready resale value or application to personal possession and that are, therefore subject to theft. Examples of such items include cell phones, digital camera, fax machines, palm pilots, copier and printers.

Operating Location (OPLOC)—One of the Defense Finance and Accounting Service consolidated operating locations which provide accounting and paying services to DoD activities.

Single Purchase Limit—The maximum amount authorized for a single purchase on a GPC. This limit cannot be exceeded. A "single purchase," however, may include multiple items.

Statement of Account (SOA)—The SOA is a monthly listing of all purchases made by the cardholder and all credits returned by the Bank during the previous billing cycle. The statement appears on the Bank's web-based, electronic access system.

Attachment 2

CERTIFYING OFFICER AND ACCOUNTABLE OFFICIAL REQUIREMENTS FOR THE GOVERNMENT PURCHASE CARD

1. Background. DoD policy requires the appointment of Certifying Officers in accordance with Title 31, United States Code, section 3325. Certifying Officers have pecuniary liability for erroneous payments resulting from performance of their duties in accordance with Title 31, United States Code, section 3328. Further, it is DoD policy that other officials involved in authorizing payments are accountable, and that these Accountable Officials are accountable for erroneous payments resulting from negligent performance of their responsibilities. DoD guidance is provided in DoD Financial Management Regulation, Volume 5, Chapter 33.

- a. Certifying Officers are responsible for certifying that payment vouchers are correct and proper for payment.
- b. Accountable Officials. Approving officials and cardholders are designated as accountable officials and must attest to the accuracy of information and data provided to the Certifying Officer in support of the payment to the Bank. If identified by the installation commander or activity director, other personnel may also be designated as accountable officials. See paragraph 2.b.(3) below.

2. Responsibilities and Certification Statements.

a. **Purchase Card Certifying Officers.** Each Air Force Financial Services Officer (FSO) that is not a Deputy Disbursing officer (DDO) will appoint the Certifying Officer, and an alternate, for certifying payments to the paying office (disbursing officer) for installation invoices/billing statements. In those cases where the FSO is the DDO, the Installation Comptroller will make the appointments. The Certifying Officer is responsible for the accuracy of payments, including the proper citing of appropriations or other funds, certified to the paying office and disbursing officer. Certifying Officers are liable for any illegal, improper, or incorrect payment processed by the Air Force Department as a result of any inaccurate or misleading certification. A Certifying Officer will not approve as proper for payment any charges which were known to be fraudulent or known to be made by an unauthorized cardholder. Suspected improper payments should be reported immediately; however, payment should still be made to the financial institution. Since payments are to the financial institution, the certifying officer is responsible for certifying the legality and accuracy of the information pertaining to the amount owed the financial institution, not for the total propriety of all the purchases made for the billing period. Every purchase made by an authorized cardholder using an authorized card creates a legal obligation of the government, even if it is in violation of public law or if it exceeds fund availability. In the event an approving official authorizes a purchase or a cardholder exceeds his/her limit, the invoice must be paid and sufficient funds must be obtained from the responsible fund holder.

- (1) A Certifying Officer may be relieved from liability if the certification was based on official records and the officer did not know, and by reasonable diligence and inquiry, could not have discovered the correct information. For example, if a cardholder loses the card and fails to make the required notification, and unauthorized purchases are

made, the Certifying Officer may be relieved from liability. Also, liability will not be assessed, in most cases, when (1) the obligation was incurred in good faith, (2) no law specifically prohibited the payment; and (3) the United States Government received value for payment.

(2) Certification of the invoice must be accomplished in accordance with “pay and confirm” procedures. Guidance for the “pay and confirm” policy is contained in DoD Purchase Card Reengineering Implementation Memo #3, Streamlined Financial Management Procedures. The memo states “...the Department and its Components shall implement a “pay and confirm” process whereby payment of invoices will be made promptly subject to follow-on verification of receipt and acceptance of goods.”

(3) The Financial Services Office is the designated billing office for each installation. The Certifying Officer, upon verification of funding, shall certify the invoice for payment and forward it electronically to the designated payment office. As identified in the DoD Purchase Card Reengineering Implementation Memo #1, use the following format for the Certifying Officer statement.

Figure A2.1. Certifying Officer Statement.

Certifying Officer Statement	Date: _____
<p>Pursuant to the authority vested in me, I certify that this invoice (billing statement) is correct and proper for payment, except as may be noted herein or on supporting documents.</p> <div style="border-top: 1px solid black; margin-top: 20px; width: 30%;"></div> <p>Authorized Certifying Officer Signature (or electronic signature)</p>	

(4) The official installation GPC invoice is available, on-line, via the Bank’s electronic access system. Starting on the second day after the end of the billing cycle, usually the 27th of the month, the Certifying Officer must verify that the amount of funding, by managing account, is sufficient to cover the total amount of the invoice. An increase to obligation amount must be posted if sufficient funds are not available. Not later than 7 days after the end of the billing cycle, the Certifying Officer must certify the invoice for payment on the “pay and confirm” basis.

(5) Certifying Officer must ensure confirmation procedures and controls are effectively in place. Prior to certifying the current month’s invoice, either (1) all confirmation statements from the prior month’s invoice must be received within

(or electronic signature)

(2) Cardholders are also designated as accountable officials and must execute the appropriate certification. Cardholders must ensure purchases are authorized in accordance with guidance contained in this AFI. The cardholder's responsibility includes, as a minimum, reconciling their electronic statement of accounts with supporting documents not later than 3 work days after the end of the billing cycle. The Cardholder must review the entire statement for accuracy, comparing each transaction with those recorded in the electronic transaction management log. In addition, a cardholder as an accountable official, must execute the following certification statement via the Bank's electronic access system or by hand.

Figure A2.3. Cardholder Statement (as Accountable Official).

Cardholder Statement (as Accountable Official)

Date: _____

I certify that except as noted herein or on supporting documents, the purchases and amounts listed on this account statement:

- (1) Are correct and required to fulfill mission requirements of my organization.
- (2) Do not exceed spending limits approved by the Resource Advisor.
- (3) Are not for my personal use or the personal use of the receiving individual.
- (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization.
- (5) Have not been split into smaller segments to avoid dollar limitations.

Authorized Cardholder Signature

(or electronic signature)

(3) At the discretion of the installation commander or director of the activity, A/OPCs, resource advisors, automated information system administrators or other officials may be identified as accountable officials to the extent they provide data to support the Certifying Officer's certification. If identified by the installation commander or activity director, the Certifying Officer shall designate each individual, in writing, and the individual shall provide appropriate accountable official certifications to the Certifying Officer.

Attachment 3

AIR FORCE GPC FUND CITE AUTHORIZATION (AF FORM 4009)

GOVERNMENT PURCHASE CARD FUND CITE AUTHORIZATION				
DOCUMENT NUMBER:	DATE ISSUED	CHANGE NO.	EXPIRATION DATE	MASTER ACCOUNT CODE
0021B124	19991005	Original	20000930	124
<p align="center">INSTRUCTIONS TO APPROVING OFFICIAL</p> <p><i>This form is to be used by the Approving Official (AO) to request authority to expend funds for Government Purchase Card transactions.</i></p> <p><i>This funding document is issued to establish a Master Account Code assigned to the accounting classification cited below. This document also supports the reservation of funds when applicable.</i></p> <p><i>An amount equal to 1/3, 1/2, or the remaining balance of the quarterly amount will be obligated during the month that this document remains in effect. The accounting classification below will be charged for all authorized purchases made by approved cardholders.</i></p> <p><i>Cardholders are required to maintain a transaction log with a running balance of available funds.</i></p> <p><i>Cardholders must not expend funds after the expiration date shown below even if an available balance remains.</i></p> <p><i>If cumulative expenditures exceed the commitment amount shown below, the cardholder and Approving Official can cause a violation of DFASDET200.1R and may be held pecuniarily liable and be subject to disciplinary action.</i></p> <p><i>A separate funding document and Purchase Card account must be established for purchases to be charged to a different appropriation.</i></p> <p><i>Failure to certify and promptly submit the Approving Official's Monthly Summary Statement will result in the withdrawal of funding.</i></p> <p><i>Return this document to the Financial Services Office (FSO) upon expiration.</i></p>				
<p>REMARKS</p> <p>Non-Stock Fund Supplies</p>				
REQUESTING OFFICIAL	OFFICE SYMBOL	RESOURCE ADVISOR	OFFICE SYMBOL	
Paul A. Chin, SSgt, USAF Admin Assistant 66th RQS	XPEA	Howard Davis, MSgt, USAF	CC R	
PHONE NO.	PHONE NO.			
FROM QUARTERLY AMOUNT	INCREASE (+)	DECREASE (-)	NEW QUARTERLY AMOUNT	
\$0.00	\$17,500.00	\$0.00	\$17,500.00	
ACCOUNTING CLASSIFICATION 5703400 300 7890 308000 01 61950 667100				
FUND CERTIFYING OFFICIAL'S STATEMENT		APPROVING OFFICIAL'S STATEMENT		
I CERTIFY THAT THE NEW QUARTERLY AMOUNT ABOVE WILL BE AVAILABLE ON THE FIRST DAY OF EACH QUARTER UNLESS OTHERWISE ADVISED BEFORE THAT DATE.		I CERTIFY THAT I WILL NOT APPROVE AN IMPAC PURCHASE THAT WILL CAUSE THE TOTAL IMPAC PURCHASES TO EXCEED THE FUNDING DOCUMENT.		
SIGNATURE		SIGNATURE		
TYPE NAME OF FINANCIAL SERVICES OFFICER OR OFFICIAL DESIGNEE Pamela Harris		TYPE NAME OF APPROVING OFFICIAL Lt Col Khan		
ADDRESS 15th WG/FMFL 3 Purdue St. Challenger AFB, GA		ADDRESS 5 Resque Lane Challenger AFB, GA		
TELEPHONE NUMBER 222-5555		TELEPHONE NUMBER 222-1125		

AF FORM 4009, 19970901 (EF-V2)